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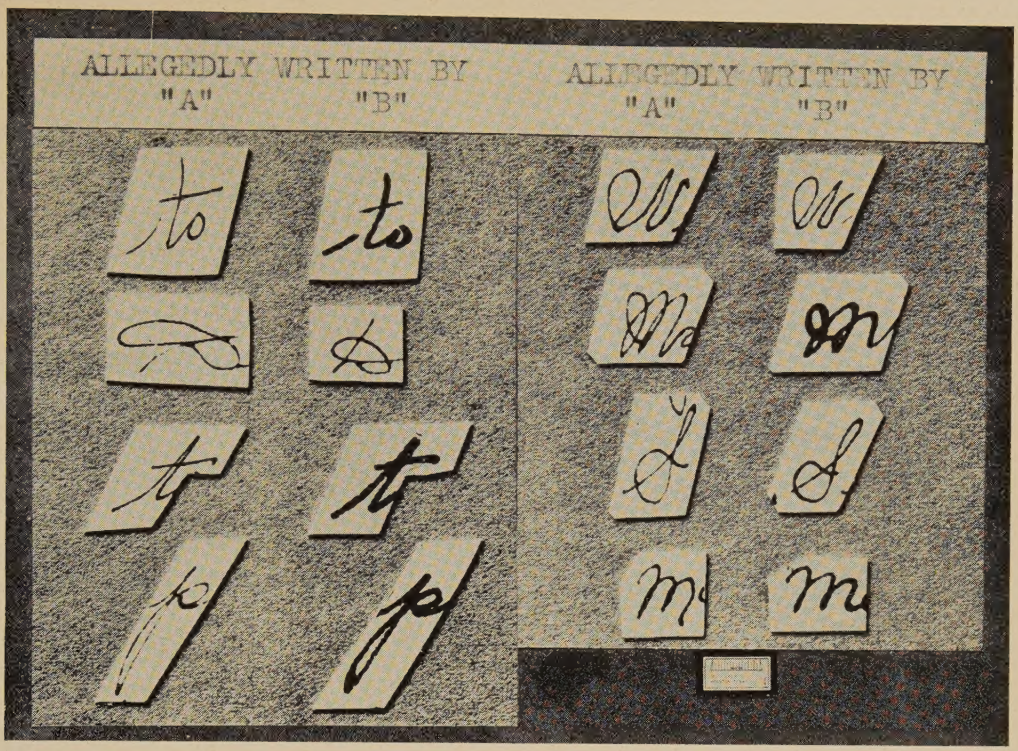
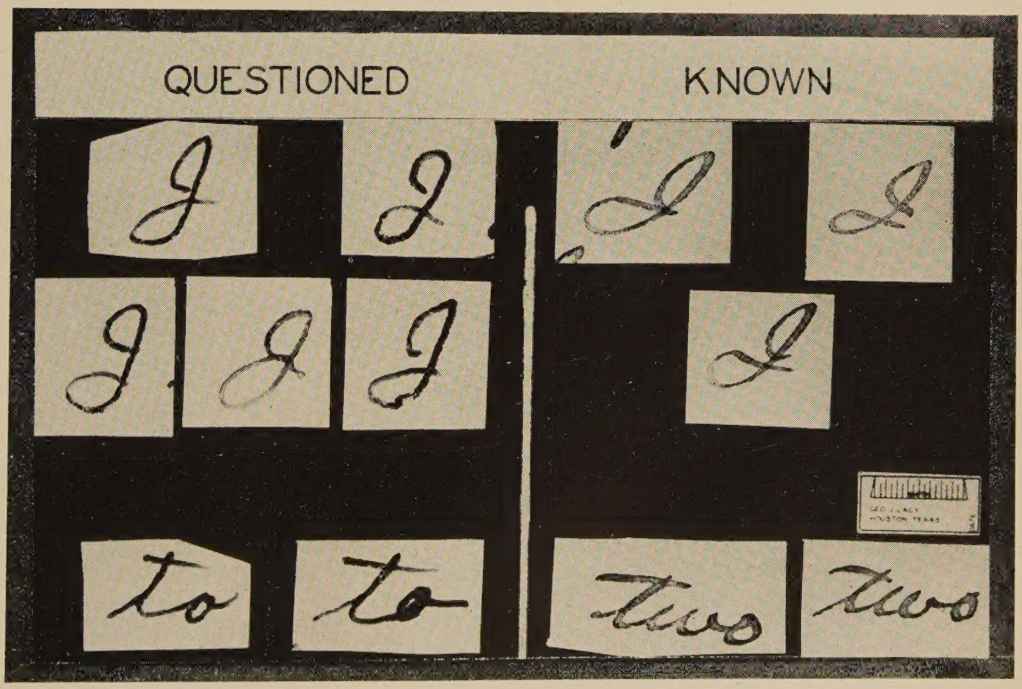
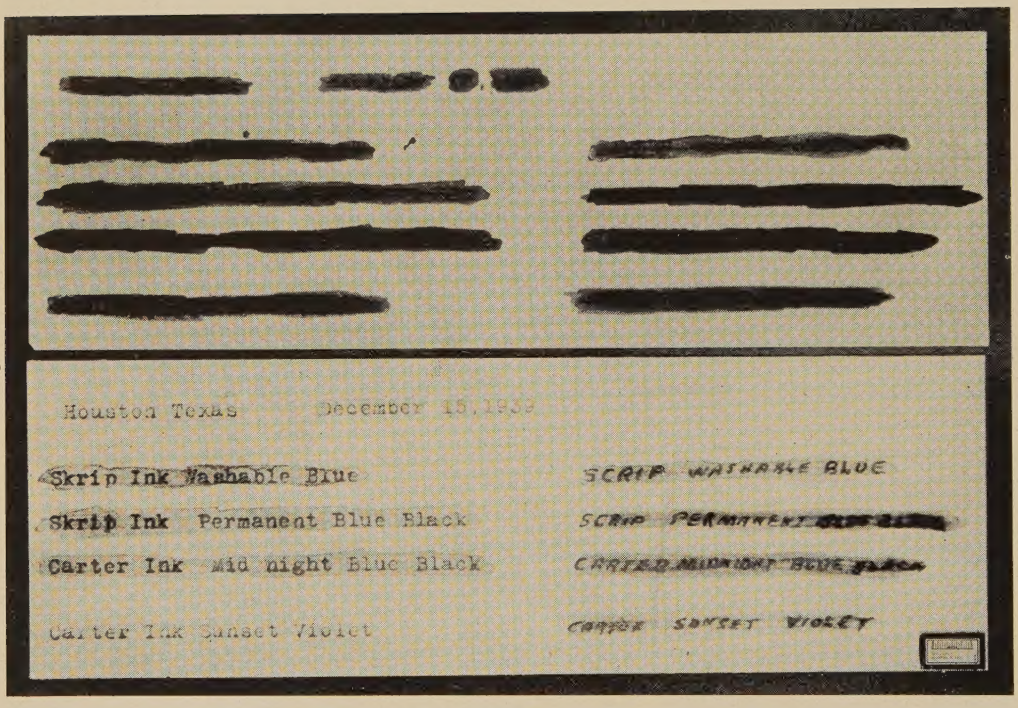


The writing under columns "A" were fraudulently alleged to have been written by a different person than those under columns "B." The juxtaposition photographs enabled the jury to more adequately compare the writings.



The writings under the headings, "Questioned," are from a fraudulent will. Those under the heading, "Known," are from the known genuine writing of the deceased. The line quality under "Questioned" shows a slow, drawn writing, whereas those under "Known" are in a smooth, flowing hand.



Demonstrating one of the uses of Infra Red Ray photography. Top picture is ordinary photograph of ink blotches over typewriting and ink writing, using different kinds of ink. At bottom is Infra Red Ray photograph of the same picture showing writing photographed through the ink blotches.

Questioned Documents[1]

By GEORGE J. LACY

Examiner of Questioned Documents, Houston, Texas

Genuine or Fraudulent?

ATTORNEYS may have asked this question many times regarding documents given them by clients, or introduced during the trial of a case. It may not have been merely the question of whether the signature was a forgery. It may have been the date it bore, or a suspected added word, or line, or paragraph, or one or more of a dozen different things that raised a question concerning the instrument.

Practically all business is carried on by the use of one or more written instruments. Due to this fact, cunning minds have many opportunities to practice their trickery, and the alert attorney has this in mind when examining such documents. A fraudulent document may appear to the average untrained eye to be genuine and without fault, but to the trained eye of the qualified document examiner there may appear one or more defects that unmistakably brand the document as deceptive and fraudulent. A genuine signature does not necessarily make a genuine document. Many fraudulent instruments bearing authentic signatures have been proven forgeries because of alterations in the text.

The client relies upon his attorney for protection against fraud. Thus it becomes the attorney's duty to do everything possible to afford this protection. It may require additional legal assistance, or the services of a surveyor, a doctor, a questioned document examiner, or an expert in some other field or profession. Not even the most competent attorney can be expected to have expert knowledge on *every* subject.

There is an erroneous impression in some quarters that the only time a questioned document examiner can be of value is when the genuineness of the signature or other writings is questioned. There have been cases where wills and promissory notes bearing genuine signatures were proven by the expert examiner to have been originally either a power of attorney, letter of recommendation, contract, option, or some other document bearing a genuine signature. It is well to remember that not

[1] This article, addressed to attorneys, but also of interest to archivists, originally appeared in the form of two pamphlets copyrighted by the author in 1941 and 1943, respectively. THE AMERICAN ARCHIVIST acknowledges with thanks, Mr. Lacy's gracious permission to reprint here, also the loan of his cuts.

all fraudulent documents bear forged signatures. The signature may be genuine, without doubt, and the document still be fraudulent.

A document may appear suspicious to the attorney for various reasons, and the aid of a qualified examiner may prove or disprove these suspicions. An important fact to consider is that questioned document evidence does not always consist entirely of *opinion evidence*. Often such evidence is supported by photographic exhibits showing physical evidence to corroborate the expert's opinion.

The Questioned Document

As stated by Mr. Albert S. Osborn in his book, *Questioned Documents,* there are many questions that may arise concerning the authenticity of a document, but generally they may be divided into eight classes. For the purpose of this pamphlet they will be grouped into six classes:

A. Documents where the signature or other handwriting may be questioned.

Most cases will fall into this group. This class of document may be any handwritten paper, whether legal, business, or anonymous, including deeds, wills, contracts, leases, assignments, agreements, checks, drafts, notes, threatening and blackmail letters, or any paper signed or written in whole or in part in handwriting or hand printing. It may be only the question of the signature, or all or part of the writing may be questioned, or it may be writing of an anonymous nature (such as threatening or blackmail letters) where the identity of the writer is sought.

B. Documents questioned as to the alleged or purported date or age.

Under this group fall those cases where the age of the document is questioned; or where the comparative age of different portions of the document have a bearing on its genuineness. These may be alleged old documents of great value, or documents which are purported to be of recent origin. There have been numerous cases where the alleged date of the instrument was prior to the date of the manufacture of the ink, pen or paper used. In a recent case, where a will dated 1847 was offered in evidence in support of the plaintiff's contention, it was found to have been written in a style of handwriting which did not come into being until the 1860's.

Limited information can be obtained about the age of certain kinds of ink. When certain inks are used in pen and ink writing the qualified expert may be able to tell if the writing is more than a few days old; or the difference in ink writing one year old and writing eight or ten years old. When the ink alone is considered, there are questions about

the age of the ink writing that the examiner can determine, but to determine the *exact* age of the writing is impossible.

C. Documents where fraudulent alterations are suspected.

In this group will be found questions concerning alterations of documents, such as erasures (chemical or mechanical), ink blotches, superinscriptions, additions, interlineations and substitutions. In the investigation of this class of questioned document there may arise the question of sequence of writing which is frequently shown by cross strokes, and whether the writing was done before or after the paper was folded.

In cases of erasures and ink blotches, the use of ultra-violet and infra-red photography frequently enables the expert to show the eradicated writing. I recall a case of a long term lease where the original dates had been erased and others substituted. It was possible to show by photographic exhibits the disturbance of the paper fibers caused by the erasure, as well as the original date, thereby proving the document to be fraudulent.

When added writing causes a document to be fraudulent it is not unusual for a different pen and ink to be used. For instance, in a litigation where a check was given in payment of an account, it was alleged that when returned to the writer he wrote on the face of the check, "For one share of capital stock." The expert was able to show the court and jury that the notation was written with a different pen and ink.

D. Documents questioned as to the material used in their composition—such as paper, ink, pen, pencil, etc.

In this group are those instruments which are questioned due to the materials used, such as a substitution of paper, ink, pen or pencil. This may occur in instruments having more than one page, or where corrections or additional writing appear, and it is alleged that such corrections and additions were made at the time the instrument was written.

E. Typewritten documents questioned as to the alleged date, source, and fraudulent substitutions or alterations.

Falling into this group are instruments which are wholly or partly typewritten. As compared to handwriting and printing, the typewriter is a comparatively new means of recording the spoken word or thought. Some individuals still think that if a fraudulent document is typewritten there is little or nothing that the expert can do about it.

This is not true. There is much that the expert can discern once the document is submitted to him for examination. For instance, whether it was typed after a certain date; or if two different documents were written with the same or different machines; if they were written with

the same make of machine; if inserted words or paragraphs were written at the same time as the body of the instrument.

Individual typists have their own characteristics which show up in punctuation, speed, touch, spacing and arrangement. Often the expert can tell if two different papers were written by the same operator. The color, condition or thread count of a typewriter ribbon may prove to be of great value in proving certain questions regarding a typewritten document.

I recall the case of a man who died leaving a sizable estate. No will was found. He had no near relatives. After an investigation extending over several months one distant relative was located and notified. Before this relative could make the proper claim, however, another person filed an alleged will bearing an unquestionably genuine signature of the deceased. This instrument was in the form of a letter, bearing a date several months prior to death, and was addressed to the party who filed the will.

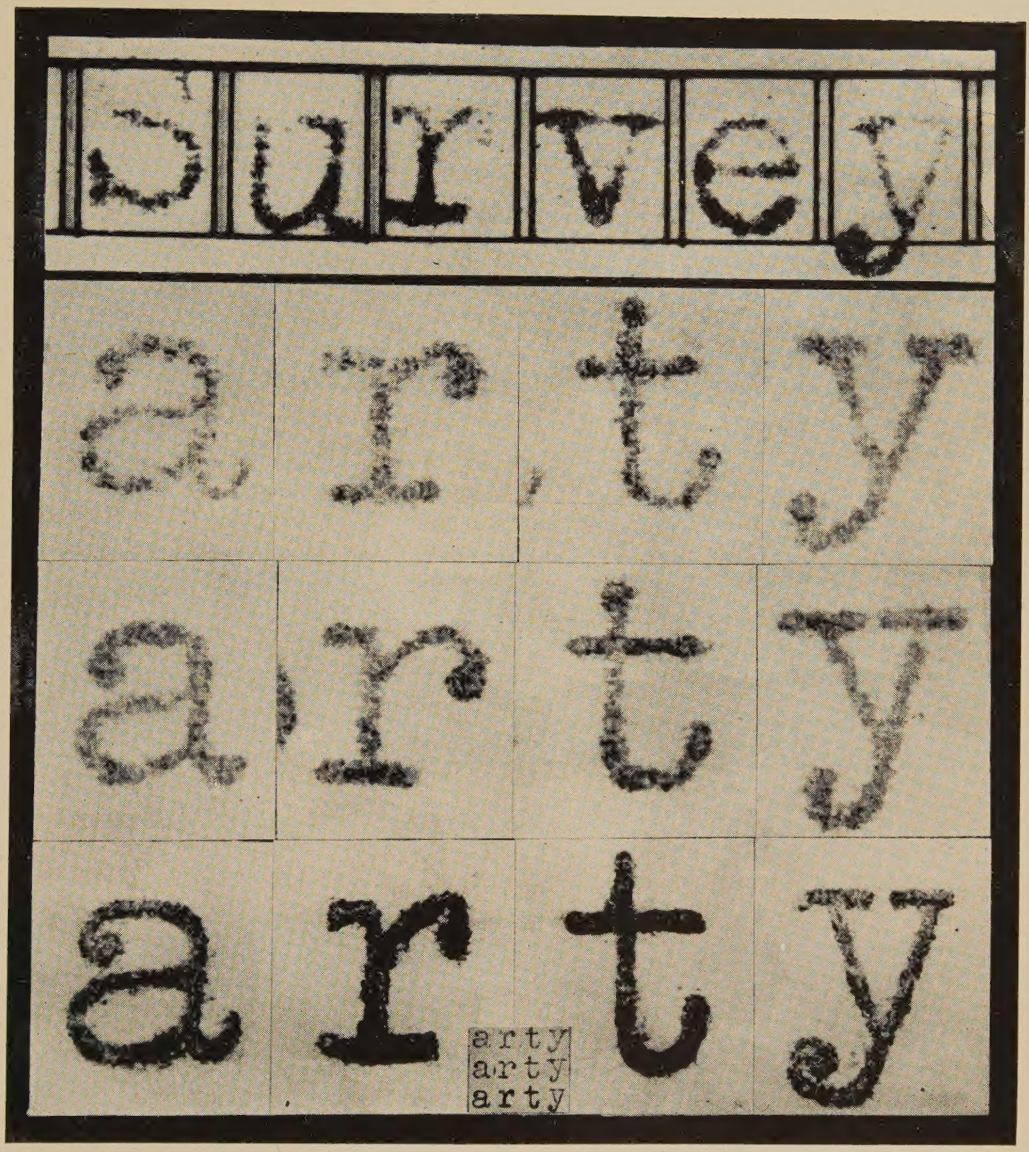
The first part of this letter thanked the addressee for transacting several business deals and expressed the writer's appreciation. The last part of the letter said, "In appreciation for all that you have done for me, and due to my not having any relatives, I am herewith willing you my entire estate, whatever it may be at the time of my death."

This will was submitted to a questioned document examiner, who was able to show that the date had been changed, and that the typewriting in the last part of the letter was not in alignment, either vertical or horizontal, with the rest of the writing, thus indicating that it had been added after the first part of the letter had been written and removed from the machine.

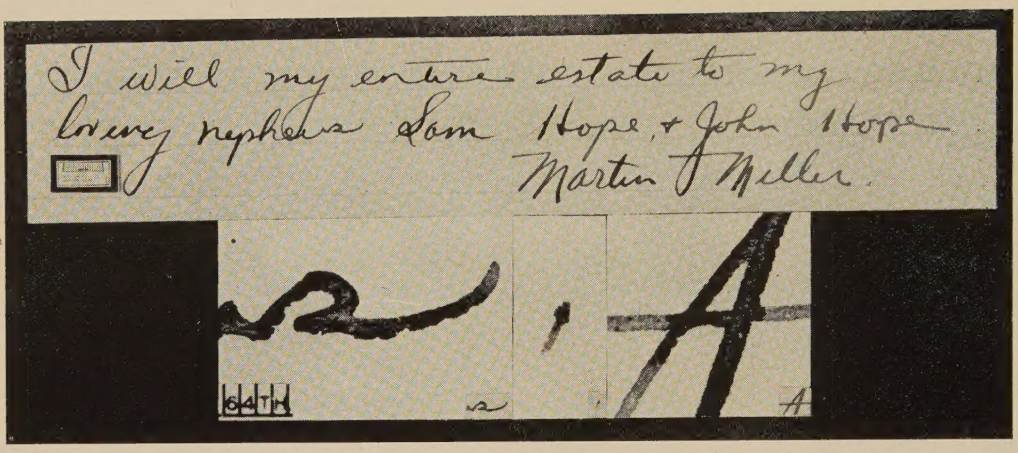
The examiner was further able to show that a different typewriter of the same make had been used to write the will part of the letter. He was able to testify that in his opinion the instrument was originally a letter of thanks; that the date was changed to a more recent time; that the will part of the letter was an addition, written on a different machine after the letter had been originally finished, taken from the machine and signed. The will was denied probate.

F. Where genuine or authentic documents are attacked.

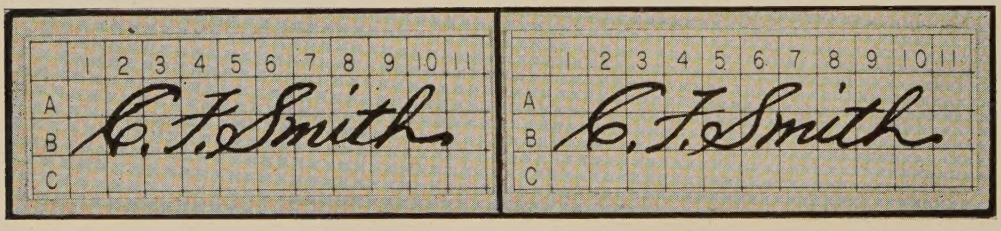
In this group will be found that class of questioned documents which frequently show up in court where a genuine, authentic document is alleged to be fraudulent, either in whole or in part. Usually it is the signature that is alleged to be a forgery, or the whole document is denied. Such allegations are often erroneous, but generally are alleged with fraudulent intent. In another case where the entire documnt, a typewritten letter, was denied and the signature alleged to be a perfect forgery, the examiner to whom the document was submitted was suc-



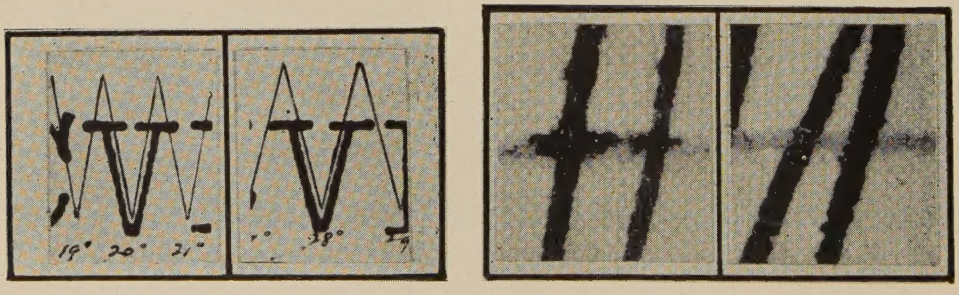
The word "Survey," photographed under ruled glass, shows malalignment. This malalignment was not noticeable to the naked eye. The letters "a-r-t-y" in the smaller type at bottom appear to have been written on the same typewriter. Enlargement, however, revealed the difference in letter formations, easily discernible to the naked eye, and proved that they had been written on three different makes of machines.



Example of altered will. This originally read, "loving nephew Sam Hope." The "&" and the words "John Hope," were added after the signature. Photographic enlargement shows addition of an "s" to the word "nephew," a period made into a comma, and ink flow at cross stroke of the bottom of the "J" in John and the top of the "M" in Miller, indicating that the "J" was written after the "M."



The left signature is a traced forgery of original signature on right, photographed under ruled test plate to show same lateral spacing and height of letters. This condition is practically impossible in free hand writing.



Left—Two "V's" from different typewriters photographed under angle test plate showing the angle of one to be 20° and the other 28°.

Right—Microphotographs revealing ink writing over fold in paper, and fold over ink writing. In the left picture the writing was done after the paper was folded, and where the line crosses the fold the ink has run out into the fold.

cessful in showing the court that the instrument was written on the same typwriter, by the same operator, and on the same make and kind of papers as were used in other letters admittedly written and signed by the same person, on or about the same date as the one denied. Evidence was also introduced to show the genuineness of the signature.

In a case where the signature to the cancellation of a contract was denied, by comparing the denied signature with numerous admitted signatures, the expert was able to convince the jury that the denied signature was genuine. In support of his testimony the expert exhibited enlarged juxtaposition photographs of the denied signature and admitted signatures, with which he explained to the jury how and why he arrived at his conclusions.

Contrary to the belief of some, an examiner of questioned documents may be of assistance in many cases other than those where there is only a question of the identity of the writer of some particular handwriting.

The field of questioned document examination is an acknowledged science, and for one to properly practice it he must not only have had training and experience, but must have precision equipment, such as microscopes, special measuring instruments, photographic apparatus, etc.

The questioned document expert is now allowed in practically all courts of this country, not only to give his opinion, but also to give the reasons for that opinion and how he arrived at his conclusions. He may further exhibit and explain to the jury photographs that tend to corroborate his opinion and make it easier for the jury to see why and how he arrived at his conclusions. This being true, the testimony of an expert, wherein he merely gives his opinion, and does not state the reasons for it, or does not attempt to show by photographic exhibits why and how he arrived at such an opinion, is no better in the eyes of the jury than the opinion of a layman, who, under the rules of evidence, is not allowed to testify as to his opinions.

It is reflected in the opinions handed down by the appellate courts that such bodies look with favor on expert testimony given in a scientific manner by a qualified document examiner. Some of these opinions have gone so far as to say that it is more than just merely *opinion evidence.*[2]

How the Questioned Document Examiner Proves the Facts

Seldom, if ever, is a civil case tried in a court of law where there is not more or less documentary evidence introduced.

[2] Citations on this point, quoted from Albert S. Osborn's *Questioned Documents,* Second Edition, which appeared in the original pamphlet, are omitted here.

In many cases this evidence may be just collateral evidence, but frequently it is the primary or basic evidence upon which the outcome of the case depends. Both are of importance, but when it is the primary issue it is vitally important.

When an advocate is contending that a deed, note, contract or will is genuine or fraudulent, and he fails to convince a jury of his contention, his case is lost.

It is not infrequent that documentary evidence is introduced to substantiate the main issue. This type of evidence is generally what is called surprise evidence, as the opposing side seldom knows it is going to be introduced. On occasions like this it gives those who are prone to introduce fraudulent manufactured documentary evidence, a good opportunity to get by with their crime, due to the difficulty of having the document examined by an expert after it has been introduced. Often under these circumstances a fraudulent document is permitted to enter the case without question, because it is not the main issue in the case.

Unfortunately the client does not always tell his attorney the truth. But the wise and alert attorney may save embarrassment before the court in document cases by having any questioned document examined by a competent examiner.

Any document that is worth introducing is worth a serious study to determine its validity. A document may have the pictorial appearance of being genuine, but thorough examination and study by a competent examiner may reveal its falsity.

It is understandable why the average lawyer thinks of a forged signature when the subject of questioned documents are brought to his attention. Where there are hundreds of such cases throughout the United States each year, the average individual lawyer may have only one or two throughout his career.

While it is true that a great number of these cases are cases where the signature is questioned, it is by no means the only question that may arise. Not infrequently a fraudulent document bears a genuine signature. The addition of one stroke of the pen or one additional typewriter character, or the eradication of either one, may cause a document to misrepresent the facts.

In view of the many and varied questions that may arise concerning a disputed or suspicious instrument I am listing here some of these questions.

(1) Is the signature genuine? (2) Is the handwriting in the document genuine? (3) Was the anonymous, blackmail, threatening, or obscene letter written by a certain suspected person? (4) Are there any

material erasures or alterations? (5) Was a certain writing written before or after the paper was folded? (6) Is there any fraudulent substitution of pages? (7) Was the writing continuously written in the order that it appears? (8) Was more than one kind of ink used in writing the document? (9) Is the ink as old as it is purported to be? (10) Is the paper as old as the date the document bears? (11) What is the original writing under an ink blotch? (12) How did the document originally read before eradications were made? (13) Was the typewriting written on a particular typewriter? (14) What make of typewriter was used to write the document? (15) Is the typewriting consistent with the date of the instrument? (16) Was the typing done by a certain suspected writer? (17) Was the page written continuously without being removed from the typewriter? (18) Were any material sentences, phrases, words, letters or figures added to the original writing? (19) Were different typewriter ribbons used in writing two different documents? (20) Is there evidence of a carbon copy having been made of a particular document?

These and many more are questions that may be asked of and answered by a qualified questioned document examiner in cases of suspicious, questioned or disputed documents.

It must be remembered that often a perfectly valid document is attacked as fraudulent. In cases of this kind the expert is called on to prove validity.

Too many times when claims or agreements are presented in estate matters, bearing the name of the deceased, the attorneys are inclined to recognize them as genuine because they look genuine. In a recent case, a ten-thousand-dollar agreement was presented for payment to the attorneys representing the estate of a wealthy oil man. The signature of the deceased on this agreement was the pictorial image of the genuine signature. When it was presented to me for examination I concluded it was a traced forgery and asked for the file concerning all matters the deceased had had with the person presenting the claim. This contained numerous letters, contracts and agreements dating over a period of ten or twelve years. In the file was found the genuine signature from which the questioned signature was traced. The genuine signature was dated some eight years previous to the fraudulent agreement.

It was also possible to prove that the alleged agreement was not written on the typewriter stated by the claimant. When the claimant was confronted with the evidence developed by the examination, he withdrew his claim, stating that he did not care to litigate.

A deed dated 1858 on a tract of oil land valued at $50,000, was offered as genuine. It appeared to be very old, was worn and dirty, torn

in places and had a yellowish color. The examination of this deed revealed, among other facts, that the kind of ink used to write it was not in existence in 1858. It further showed that the fibers used in the manufacture of the paper were not used until years later than 1858. Of course this proved that the deed was spurious. It was rejected by the attorneys.

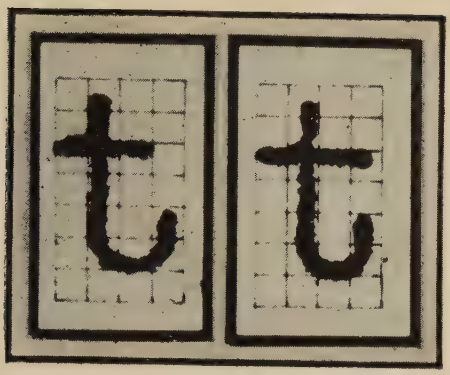
Many law suits can be prevented by examination of suspicious documents prior to the litigation.

Mr. James Clark Sellers, Questioned Document Examiner of Los Angeles, California, reports a case where one stroke of the pen made a genuine document fraudulent. A "2" appearing in a date was altered to a "3". To the untrained and unaided eye this alteration was hardly visible, but was clearly shown by correctly made photographic enlargements.

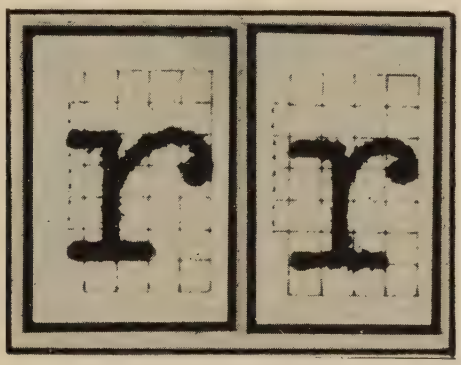
Contrary to the belief of many, it is possible to make erasures in both typewritten and handwritten documents so perfect that they cannot be detected by the untrained and unaided eye. However, these so-called perfect erasures, either mechanical or chemical, can be detected and exposed to anyone by the proper use of photography, utilizing the microscope, ultra violet and infra-red light.

The value of expert testimony in questioned document cases has been belittled by some attorneys who claim that regardless of what the expert contends, one can always get an expert that will testify to the contrary. This may be true in some cases, but is it not also true that regardless of how simple the litigation, one can always find an attorney who will represent a client against the facts? However, when this does occur, the able attorney representing the right side of the case experiences little difficulty in proving to the court and jury the erroneous contention of the opposing counsel. Likewise, the honest qualified questioned document examiner has little difficulty in convincing the court and jury that he is trying to assist the court in discovering and presenting the facts.

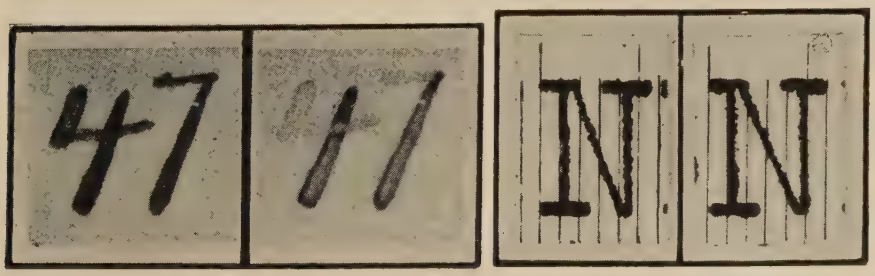
Under the old rule of evidence, the expert was only allowed to give his opinion. He was not permitted to say how and why he arrived at that opinion. Under this rule it was difficult for court and jury to determine which expert to believe. But under the new rule, which is now followed by practically every State in the Union, the questioned document examiner is permitted to testify as to how he arrived at his opinion and why. He is further permitted to use photographic exhibits which will help him in his explanation of the reason he arrived at his opinion. This class of expert testimony becomes more or less demonstrative testimony. The average man is quicker to believe what he sees than



Two "t's" from different typewriters photographed under ruled square showing difference in width of hooks and length of crossing.



Two "r's" from different typewriters photographed under ruled squares to show difference of design.



Left— On the left is a raised figure, photographed by ordinary photography. On the right is the same raised figure, photographed by infra-red process. The same color of ink but different chemical composition than the original "11" was used in raising the figure.

Right—Two "n's" from different typewriters photographed under ruled glass measuring plate to show the difference in widths.

what he hears. When the proper photographic exhibits are presented and explained by the examiner, he indirectly says to the court and jury, "Do not take my word for it; see for yourself."

When it is contended by the expert that the figure 47 was originally 11 and photographs made by the infra-red ray process are exhibited showing the original 11 in dark outline and the additional strokes which make the 11 read 47 in faint outline, due to the different ingredients of the ink, even when both have the same color, the court and jury do not have to rely on the expert's opinion.

The examiner may testify that the second page of a typewritten document was not written with the same typewriter as the first. The mere statement may be questioned by the jury, because to the unaided eye the type looks the same. But if enlarged photographic exhibits are shown to the jury, revealing clearly that the "N" and "M" on page one are wider than those on page two, that the "r" and "t" are of different design, that the degree of angle of the "v" and "w" are not the same, as well as other obvious differences, there can be little doubt as to the correctness of the examiner's statement.

Neither is it difficult for the jury to see and understand similar photographs of handwriting that plainly reveal the personal handwriting characteristics and habits of the writers. The qualified examiner knows how to arrange and prepare such exhibits as well as how to clearly explain them to the jury.

Photographs of this nature, which should always accompany the examiner's testimony, tend to put such expert testimony in the class of demonstrative testimony. Therefore the testimony of the expert witness on questioned document matters, as stated by various appellate courts, (Boyd v. Gosser, 78 Fla. 64. Lyon v. Oliver, 82 So. 758, 316 Ill. 292, 148 N. E. 251. Seaton v. State, 16 S. W. (2nd) 823. Venuto v. Lizzo, 148 App. Div. 164, 132 N. Y. Supp. 1066.) is more than mere opinion testimony.[3]

Thus does the honest, qualified and experienced questioned document examiner prove the facts.

[3] Leland v. Leonard, 112 A. 198, 95, Vt. 36, (1921). "The value of photographs and photographic enlargements of signatures and documents is everywhere recognized."

Scott's Photographic Evidence, p. 710, Sec. 775. . . . "Certain types of photographs may come within the incontrovertible physical fact rule."

State v. Ready, 72 A. 445, 77 N. J. L. 329. . . . "Nor did the fact that the photograph exhibited the signature on a background of ruled squares destroy the admissibility of the offered picture."

Gaines v. Union Central Life Ins. Co., Supreme Court of Okla., Sept. 15, 1942. . . . "Some courts have said that such evidence (handwriting expert) is in small favor and may be disregarded by the triers of the facts. But this court has approved such evidence . . . We can not say that plaintiff's testimony was of greater weight. Judgment affirmed."

Questions and Answers

Question: What policy should be adopted with respect to students making microfilm copies of complete volumes of newspapers? We have a student who is interested in making copies of certain papers from 1866 to 1900. Should we restrict his reproducing those films?

Answer: The question is one phase of the problems relating to the protection of an institution's interests in original source material in its possession with respect to reproduction by and for others. Since these problems are recurrent and pressing in every manuscript and archival institution, instead of attempting a categorical reply here, the columns of THE AMERICAN ARCHIVIST are thrown open to discussion by the members of the Society of American Archivists. Perhaps one of the greatest contributions this journal can make to the development of archival technology in this country is to serve as a forum for the discussion of such day by day problems of archivists and manuscript curators.

What is the policy of *your* institution on the following allied matters:

1) What restrictions, if any, do you impose upon the making of photographic copies for patrons (a) using their own cameras or (b) purchasing copies made in your own photographic department?

2) What restrictions do you impose upon the reproduction of documents in your institution and in what manner do you call these restrictions to the attention of your patrons?

3) To what extent do you give university students and amateur historians access to unpublished source materials which your institution plans to publish at some future date or to turn over to some reputable and competent historian to exploit?

4) Can you legally withhold such manuscripts if they are public records and to what extent can you do so?

5) Do county or other officials object to permitting your institution to make copies of their records for fear of losing fees which appertain to their own offices, and how do you reassure them on this point?

6) Fees for certified copies and for certain uncertified copies are generally fixed by law; to what extent and to whom do you furnish free copies of other documents?

7) Do you charge other governmental agencies for copies made of records on deposit in the Archives Department? If so, at what rate—at the same or at a lower rate than to private patrons?

8) Are you required by law to furnish free copies of certain types of records for the use of veterans, veterans' organizations or other private persons or corporations?

9) Summarize and cite federal and state laws which otherwise affect your powers and duties with respect to making copies of public records.

Each institution represented in the subscription list of THE AMERICAN ARCHIVIST is urgently requested to reply to the above questionnaire, either briefly or in extenso. Please mail your communications to reach the Managing Editor not later than November first.

The Captured Confederate Records Under Francis Lieber

By CARL L. LOKKE

The National Archives

WHEN one government invades and conquers the territory of another, it is the custom, as Voltaire might have said, for the victor to seize the records of the vanquished. This custom was followed at the close of the Civil War. On April 7, 1865, four days after the fall of Richmond, the War Department by General Orders No. 60, art. 3, directed commanders in the field to send to Washington captured Confederate records. And when the records began to arrive Secretary Stanton adopted measures not only to provide for their preservation but also to have them arranged and classified. In July 1865, at the suggestion of Professor Francis Lieber of Columbia College, he established in the War Department a special unit, soon designated the Archive Office, to do this work. Simultaneously he appointed Lieber chief. Lieber held the post for two years.

The fascination still attached to the Civil War and Reconstruction and the celebrity of Lieber's name lend a peculiar interest to the activities of the Archive Office from 1865 to 1867. These activities included the examination of some 270,000 letters in search of evidence to connect Jefferson Davis with the assassination of Lincoln. The history of the Archive Office (popularly known as the Bureau of Rebel Archives), forms part of the history of Reconstruction. It also forms part of Lieber's biography.[1] From the standpoint of the archivist, it is useful to trace the steps taken between 1865 and 1867 to collect, guard, arrange, and service the captured records of the former Confederate government.[2] These records are now in the National Archives, together with the files of the Archive Office, on which this article is primarily based.

[1] The archival phase of Lieber's career has been neglected. Frank Freidel informs me that in his forthcoming biography of Lieber he has devoted several pages to Iieber's work at the Archive Office.

[2] As this article approached completion, I learned that a study of the Archive Office, 1865-1881, had been prepared by Dallas D. Irvine; it is to be published in *Military Affairs*.

Sending the Records to Washington

Despite the order of April 7 nothing appears to have been done for more than two weeks to collect in Richmond such records of the defeated government as had escaped removal, fire, and pillaging.[3] Confederate soldiers rather than Confederate records occupied the attention of military authorities. Perhaps the assassination of Lincoln and the furious search for those responsible for it quickened interest in securing papers as well as men. In any event the scholarly General Halleck displayed such interest upon his arrival in Richmond to take command of the Military Division of the James. The records situation there appalled him. On April 22, the day he assumed command, he telegraphed to Col. Richard D. Cutts, an aide de camp in Washington, to come to Richmond immediately "to take charge of rebel archives."[4] To emphasize the urgency he added, "Everybody has been plundering them." He informed Major General Ord, commanding in Richmond, that Cutts would soon arrive and ordered the careful preservation of all "books, printed documents, maps, manuscripts, &c., found in any public office" in the city.[5] Having thus taken steps to stop the plundering of the records, Halleck drafted or had drafted General Orders No. 3 dealing with the archives of the Confederacy. This document, dated April 25, 1865, announced the appointment of Col. Cutts as "keeper of public archives."[6] All captured "papers, books, maps, and public documents" were to be "collected and arranged" in the Richmond Custom House. Halleck further ordered the quartermaster's department to prepare shelves and desks needed for the work and the commanding general to detail to Cutts such clerks and guards as he might require. Nor did the former Chief of Staff propose to restrict Cutts' activities to the records known to be scattered about in public offices. He ordered that records yet uncaptured be turned in. "All officers and men in the service of the United States, all citizens, and all persons heretofore in the Confederate service, having in their possession such books, papers, maps, or public documents are required to immediately deposit them in said archive rooms [in the Custom House]."

Halleck's General Orders No. 3 contains no mention of the War

[3] A detailed account of what happened to the records of each Department of the Confederate government is found in Dallas D. Irvine, "The fate of Confederate archives," *American Historical Review,* XLIV (July, 1939) 823-841. I have pirated freely upon this article.

[4] Office of the Secretary of War, Telegrams received by Maj. Gen. Halleck, vol. 23, p. 469 (National Archives).

[5] Halleck to Ord, Apr. 22, 1865, *The War of the Rebellion: A Compilation of the Official Records of the Union and Confederate Armies,* ser. 1, vol. 46, pt. 3, p. 896. This compilation is cited hereafter as *Official Records,* references being to Series 1.

[6] *Ibid.,* p. 944.

Department's General Orders No. 60 or of sending the Confederate records to Washington. The act of naming Cutts "keeper of public archives" suggests an intention of retaining the records in Richmond indefinitely. Yet, on May 2, 1865, Cutts announced in a letter to Assistant Secretary of War Dana that he was forwarding to him seven "marked boxes, containing certain records, correspondence &c, of different Departments and Bureaus of the late Confederate Government," which had been collected and arranged in accordance with G.O. No. 3, Military Division of the James.[7] It is tempting to see a connection between the shipping of these first boxes of records and the issuance the same day of the Presidential proclamation offering rewards for the arrest of Jefferson Davis and other Confederate leaders in connection with the conspiracy to assassinate Lincoln. A week later Halleck pointed out to Stanton that the records Cutts was shipping on his orders might contain "much evidence" concerning "plots of assassination, incendiaryism, treason &c."[8] However, he gave as a specific reason for directing Cutts to send the records "the risk of attempting to assort and classify them" in Richmond.

Altogether, Cutts shipped to Washington 349 boxes, hogsheads, and barrels of records, the last on May 27.[9] Despite the hint in Halleck's letter of May 11 Stanton appears to have paid them no particular attention. He apparently assumed that papers left behind by the Davis Cabinet would contain too little of immediate value to warrant bothering with them, although he directed Halleck to forward every paper "having the similitude of a cipher."[10] But when in the afternoon of May 16 Halleck telegraphed that the records of the Confederate War Department had been captured in North Carolina and ordered sent to Washington, the Secretary acted with characteristic energy.[11] In his own hand he wrote a reply which read in part: "It is very important to have the Rebel War Department papers here immediately for use on the present trials. Please send Col Cutts immediately to General Schofield for the papers and direct him to bring them here with the utmost despatch General Schofield on delivery of a copy of this telegram will regard it as instructions to him to turn over the papers to Col Cutts to be brought here, and I also send herewith a special order to your care for the same purpose."[12] Halleck could not send Cutts because that

[7] Archive Office, Letters received, J11 (National Archives).

[8] Halleck to Stanton, May 11, 1865, *Official Records*, vol. 46, pt. 3, p. 1132.

[9] Cutts to Dana, May 27, 1865, Archive Office, Letters received, J24; included with the 349 shipping containers were 128 boxes of Quartermaster Department records captured at Lynchburg.

[10] May 15, 1865, Secretary of War, Telegrams sent, vol. 31, p. 378 (National Archives).

[11] Halleck to Stanton, May 16, 1865, *Official Records*, vol. 46, pt. 3, p. 1158.

[12] Stanton to Halleck, May 16, 1865, Secretary of War, Telegrams sent, vol. 31, p. 398;

officer was absent "on special duties," so in order to prevent delay, he informed Stanton, he directed Schofield to forward the records immediately in the care of a "special messenger."[13] Schofield indicated his intention to comply with these orders.[14] Nor was action delayed. The Confederate War Department records, consisting of 81 boxes weighing ten tons, were promptly transferred to New Berne, North Carolina, and loaded on the steamer *John Tracy;* this vessel left for Washington on May 18.[15] At precisely the same time the steamer *William P. Clyde,* escorted by the USS *Tuscarora,* was moving up the coast carrying Jefferson Davis to imprisonment at Fortress Monroe.[16] In Washington the Secretary of War was waiting impatiently to learn whether the documents on the one ship contained evidence to send to the gallows the captive on the other.

Secretary Stanton's Search for an Archivist

If Stanton was active in having the Confederate War Department records shipped promptly to Washington, he was no less so in taking steps to have them examined on arrival. On the morning of the 18th he telegraphed (confidential) to Horatio Woodman, Counsellor at Law, Boston, as follows: "I expect to receive the Archives of the Rebel War Department today [1] and want some competent person to examine them. Will you undertake it. A sufficient clerical and and [sic] every other assistance will be furnished. Please answer immediately and affirmatively come here immediately. It may take ten days or two weeks."[17] Woodman answered (confidential) immediately but not affirmatively.[18] It was "impossible" for him to come. In the same telegram, however, he recommended for the job a fellow lawyer, U. S. Assistant District Attorney Thornton K. Lathrop, who could accept. Lathrop, he declared, "is a thorough gentleman and a sound lawyer and has the literary culture the indefatigable energy the comprehensiveness and the facile & sure systematising faculty which specially fits him for the work." Stanton ignored the recommendation. Assuming apparently that his first suggestion was unacceptable, Woodman telegraphed again (confidential) the same day to announce that he was going to approach George Bemis, presumably the publicist, "the best

printed, with slight typographical corrections, in *Official Records,* vol. 47, p. 510. The compilers of the *Official Records* regularly supplied corrections in spelling and punctuation.

[13] Halleck to Schofield, May 17, *ibid.,* p. 519; Halleck to Stanton, May 17, *ibid.,* p. 519.
[14] Schofield to Halleck, May 17, *ibid.,* p. 519; Halleck to Stanton, May 17, *ibid.,* p. 519.
[15] Schofield to Halleck, May 20, *ibid.,* p. 542.
[16] Deck log of USS *Tuscarora,* May 16-19, 1865 (National Archives).
[17] Secretary of War, Telegrams sent, vol. 31, p. 410.
[18] May 18, 1865, Secretary of War, Telegrams received, vol. 47, p. 23.

man in the country for the work."[19] Stanton ignored this recommendation also, and on the 19th Woodman was obliged to report that Bemis could not go.[20] Still no response from the Secretary. The silence in Washington moved Woodman on May 22 to write a letter to Stanton in which he expressed his "real regret and pain" at not being able to accept the offer to "take charge of the examination of the Rebel archives."[21] He begged not to be thought "officious" for naming others. But he also seized the opportunity to give the Secretary of War some advice. He declared himself to be "satisfied" with Judge Holt's reasons for trying the conspirators by military commission. Jefferson Davis, on the other hand, should be tried "*for treason* and *by Jury*." It would be better for the nation, declared Woodman, that Davis be acquitted than be tried any other way. Stanton ignored the letter just as he had ignored the three telegrams.[22]

This experience with Woodman may have determined Stanton to have no more to do with lawyers in his search for a man to examine the Confederate records. At all events his eye now fell upon George Bancroft, the historian, who visited Washington late in May. The leading historian of the United States was then, at the age of sixty-five, at the peak of his fame as author of a widely-read and expanding history of America. He had been Secretary of the Navy and minister to England. The services of such a figure would have been valuable indeed. Stanton indicated his awareness of this fact in a letter to Bancroft in New York, dated May 30, 1865.[23] After discussing some other matters, he wrote: "I hoped to have had your assistance in the examination of the archives of the Rebel Government, which have been forwarded from North Carolina and Virginia; and I would be glad to know if, when arrangements can be made to have them opened and examined, it will be possible for you to give your assistance in exploring their contents? I do not mean that any labor should be imposed upon you, but only desire to have the benefit of your judgment in regard to those which may be useful as illustrating the history of the rebellion."

There is no reply to this signed original letter in the Stanton Papers.

[19] *Ibid.*, p. 37.

[20] Confidential, *ibid.*, p. 32.

[21] Stanton Papers, vol. 27 (Library of Congress).

[22] It is fitting to remark that this incident did not cool Woodman's admiration for Stanton. On Aug. 8, 1867, just before Stanton was compelled to give up his post, Woodman telegraphed to him as follows: "The whole loyal north will justly feel that you have deserted them if any pressure or any diminution of your powers induces you to give up your hold of the machinery of the War Dept." Stanton Papers, vol. 33.

[23] *Ibid.*, vol. 27. A month earlier Bancroft had urged him: "Do not resign your post as Secretary of War: the country cannot spare you." Letter of April 26, 1865, *Ibid.*, vol. 26.

The presence of the letter here suggests that it was not sent. It is primarily interesting as an indication of the direction the Secretary's mind was taking by the end of May. At this same time, Stanton paid no attention, it appears, to a proposal from General Grant that he appoint Brig. Gen. (Benjamin) Alvord to examine the Confederate archives.[24] The experience of Colonel Cutts, formerly "keeper of public archives" in Richmond, was not utilized in Washington. The Secretary did not want a soldier any more than a lawyer. "The reason for the appointment [of Lieber]," he explained later, "was the necessity of having the archives collated by a publicist of known character and reputation, in order that they might be available to the Government without delay."[25] This explanation, to be sure, begs the question as to why a lawyer or a soldier could not have done the job Stanton wanted done.

Judging by the letter to Bancroft in late May and the appointment of Lieber in July, the Secretary raised his sights after sending the telegram to Woodman. His first thought was to obtain "some competent person" to go through the captured papers quickly. His second was to obtain a person who not only had the competence to search the papers for evidence needed in trying the Southern leaders but also the knowledge required to select documents of historical importance—in short, by May 30 Stanton was seeking an archivist.

Lieber Appointed Chief of the Archive Office

Stanton had known Lieber favorably for years as a vigorous supporter of the war. But information is lacking on how the Secretary happened to think of approaching the author of General Orders No. 100 to take charge of the Confederate archives. A certain sequence of events in early July 1865 suggests that General Halleck, Lieber's friend, may have proposed the Columbia professor for the appointment. In a telegram of July 5 Stanton informed Lieber that Halleck was leaving Washington for New York that evening.[26] In the same communication, which dealt primarily with a trip Lieber was proposing to make to Washington, he declared cordially: ". . . I shall be glad to see you here." Lieber came as planned. Indications are that he returned to New York on July 17.[27] While he was in the capital Stanton evidently

[24] Grant to Stanton, May 29, 1865, *ibid.*

[25] Letter to Congress, December 1865. Frank Abial Flower, *Edwin McMasters Stanton: the Autocrat of Rebellion, Emancipation, and Reconstruction* (Akron, Ohio, 1905), p. 313, note.

[26] Secretary of War, Telegrams sent, vol. 32, p. 252.

[27] Lieber to Holt, July 17, 1865, Joseph Holt Papers, vol. 49 (Library of Congress).

consulted him in regard to handling the Confederate records and asked for his views in writing.

Lieber proposed the establishment of a special bureau to do the work. His reasons are given in a memorandum (unfortunately not dated), which merits full quotation:

> The amount of these [Confederate] papers is already very large, and I understand is continually increasing. There must be letters and documents among them of the highest interest for the historian and of great importance to the Government. They are useless unless registered and deposited in regular archives—classified and indexed. Moreover the most important papers for present purposes ought at once to be copied and communicated to the Government. This would require a complete bureau for the time being. It would be a work of some time and if the Secretary desire me to undertake the organization and direction of the whole and possibly a final complete report, I have to state this that I may come to Washington for a short time to establish the bureau and then come to this city from time to time for a few days to inspect, adjust &c or else that I wish the Secretary to consider how it would do to send the whole collection and all that may yet arrive to the city of New York, where a safe building might be hired, and where it would certainly be easier to establish a bureau of this peculiar sort. There are of course objections to this. It is to be weighed which would be the best.
>
> It is not necessary to assure the Secretary that if the whole direction is left to me the work shall be done as expeditiously as possible but the work may last longer than it may appear at present.
>
> (signed) Francis Lieber
>
> P.S. A reason for New York would be that I would have the assistance and advice of some persons which it would not be likely to be obtained here.[28]

It is probable that Stanton had received this memorandum by July 18 and indicated to Lieber his intention to create the proposed bureau and appoint him chief. At a Cabinet meeting on that day the Confederate archives became a subject of discussion in connection with the proposed trial of Jefferson Davis.[29] Both Stanton and Seward favored postponing the trial, whether by military commission or by civil court, until the "large amounts" of Confederate records could be examined for evidence. The Secretary of War said that "he intended to give the examination of the papers to Dr. Lieber, and with the force he could give him believed the examination could be completed in two weeks' time." He had obviously not changed his views since May in regard to the length of time required, despite the warning in Lieber's memorandum.

[28] This document is incorrectly placed in vol. 30 of the Stanton Papers, between others dated April 30 and May 1, 1866, respectively.

[29] John T. Morse, Jr., ed., *Diary of Gideon Welles, Secretary of the Navy under Lincoln and Johnson* (Boston and New York, 1911), II, 335.

The time had now come to formalize the arrangements for the Confederate records. This was done by General Orders No. 127, dated July 21, 1865, which ordered:

That a Bureau be organized in the Adjutant General's Office for the collection, safe-keeping, and publication of the Rebel Archives that have come into possession of this Government, the Bureau to consist of one Chief, with the pay of a Colonel of Cavalry, and one Assistant, with the pay of a Lieutenant Colonel of Cavalry, and such number of clerks, to be detailed by the Adjutant General, as may be found necessary for the speedy collection of the archives. Doctor Francis Lieber is hereby appointed Chief of said Bureau, and the Quartermaster General is directed to furnish suitable apartments and buildings for the collation and custody of the archives mentioned.

As a result of the wording used in this order, notice of which appeared shortly in Washington and New York newspapers, the unit it created became generally known as the "Bureau of Rebel Archives."[30] Indeed its first letter head bore this designation.[31] Under date of August 23, 1865, however, the Adjutant General issued regulations for the new unit in which its official title was ordered to be "Archive Office of the War Department."[32] Curiously enough no mention of Confederate records was made in the regulations. Several days later Lieber wrote one letter to Stanton headed "Government Archives War Department."[33] Yet there seems never to have been any intention of placing other than Confederate records in Lieber's custody at the Archive Office.[34]

What were Lieber's qualifications for the post of Chief of the Archive Office? From the archival standpoint, none. Lieber had had no experience in dealing with records. He had other qualifications considered at the time to be vastly more significant. He was, as Stanton wrote, "a publicist of known character and reputation." Born a German in 1800, the same year as George Bancroft, he had an even more colorful, if less important career.[35] The future professor experienced as a mere lad

[30] Washington *Daily Morning Chronicle,* July 27, 1865; New York *Times,* July 27, 1865.

[31] For an example of this letter head see Lieber to Stanton, May 4, 1867, Stanton Papers, vol. 32.

[32] Archive Office, Letters received, A70.

[33] Aug. 28, 1865, Archive Office, Letters sent, p. 3. Lieber waited more than a month before requesting a supply of Archive Office stationery to replace that headed Bureau of Rebel Archives. Lieber to John Potts, Esq., Oct. 5, 1865, *ibid.,* p. 66.

[34] See below, p. 58-59.

[35] Much has been written about Lieber. The older studies include Lewis R. Harley's laudatory biography, *Francis Lieber: His Life and Political Philosophy* (New York, 1899), which is offset by the somewhat acid article of Joseph Dorfman and Rexford Guy Tugwell, "Francis Lieber: German scholar in America," *Columbia University Quarterly,* XXX (1938) 159-190; 267-293. A few of the extant Lieber letters are published in Thomas Sergeant Perry, ed., *The Life and Letters of Francis Lieber* (Boston, 1882). Since Charles B. Robson

the thrills and the dangers of participating in the victorious German War of Liberation against Napoleon.[36] In the period of reaction that came with peace, Lieber in company with other young liberals suffered from the oppressive tactics of the Prussian government. He spent several months in prison on two different occasions because the authorities suspected him of conspiring against the established order. Finding the atmosphere too stifling for comfort, Lieber first made trips to Greece and Italy and then emigrated to the United States (1827) "expecting little."[37] In 1837 he became professor of history and political economy in South Carolina College, where he remained for the next twenty years. This was the most productive period of Lieber's life, although he again found himself in an uncongenial atmosphere.[38] Negro slavery ran counter to his ideas of liberty, despite the fact that he bought and owned slaves himself.[39] Even more anathema to Lieber, however, was the talk of secession in South Carolina, which, he feared, might lead to the dissolution of the Union and the reduction of the United States to the unenviable position of Germany.[40] He carried on an extensive correspondence with friends in the North such as Charles Sumner and spent as much time there as possible. Harvard made him Doctor of Laws in 1850. "Boston, I say, God grant me Boston," he once cried. New York was granted him instead. It is probable that when in 1857 Lieber obtained a professorship of history and political science in Columbia College, he left South Carolina with feelings not unlike those with which he had left Germany a generation before.

The coming of the Civil War confirmed Lieber's worst fears regarding disunion. He ardently supported the Union cause.[41] Two of his sons, Hamilton and Norman, served in the Union army. He later wrote: "At 15 I lay on the [battle]field for German independence; at 19 & 20 I lay in prison for those ideas of German Unity which are not now persecuted by Bismarck; when I was 60 my sons bled for American

described the papers of Lieber in the Huntington Library (*Huntington Library Bulletin,* Feb. 1933, p. 135-155), several articles on Lieber have appeared.

[36] Francis Lieber, *The Stranger in America: or, Letters to a Gentleman in Germany* (Philadelphia, 1835), p. 99-126, recounts the call to arms in 1815.

[37] *Ibid.*, p. 17.

[38] His chief works were published during this period: *Manual of Political Ethics,* 2 vols. (Boston, 1838-1839); *Legal and Political Hermeneutics* (Boston, 1839); and *On Civil Liberty and Self-Government* (Philadelphia, 1853).

[39] Frank Freidel, "Francis Lieber, Charles Sumner, and slavery," *Journal of Southern History,* IX (Feb. 1943), 75-93.

[40] Lieber to Webster, June 6, 1850, Daniel Webster Papers, vol. 9 (Library of Congress); Merle Curti, "Francis Lieber and nationalism," *Huntington Library Quarterly,* IV (1940-41), 263-292.

[41] Brainerd Dyer, "Francis Lieber and the American Civil War," *Huntington Library Quarterly,* II (July, 1939), 449-465.

Unity. You see it lies in my brain and blood."[42] Lieber's own major contribution to the winning of the war, apart from placing his talents at the service of Government officials, was perhaps his participation in the work of the Loyal Publication Society, a pro-Union propaganda agency in New York.[43] Besides serving as president of the Society Lieber wrote ten of the ninety pamphlets it published and distributed. The most successful of these pamphlets was one of his entitled *No party now, but all for country.*

Such was the man selected to take charge of the Confederate records. No one then or later, not even the critical Gideon Welles who detested Stanton and his works, opposed the appointment. But for some unexplained reason Lieber did not immediately assume his archival duties. He remained in New York for some three weeks awaiting a summons from the Secretary of War. It came on Saturday, August 12, 1865. On that day Stanton telegraphed that he would be glad to see him in Washington as early the following week as convenient.[44] Lieber evidently came at once and remained until early September, long enough to get the work of the Archive Office under way. Thus was carried out the proposal in his July memorandum that he come to Washington "for a short time" to establish the unit.

Early in August the New York *Nation* declared, in hailing Lieber's appointment, that the Confederate records would probably be placed in Ford's Theater.[45] "It will be curious," it continued, "if the proof of official Confederate complicity in the assassination of Mr. Lincoln should emanate from the very spot on which the tragedy was enacted." This supposition proved to be erroneous. About the time the remodeling of the theater for the reception of Government records began (Aug. 17), the Archive Office with its Confederate records, was housed in a building on the south side of F Street, between 18th and 19th Streets, where the North Interior Department Building now stands. There, it appears, Lieber for the first time viewed the shipping boxes filled with the captured records.

Applicants for Jobs in the Archive Office

In General Orders No. 127 it was stated that in addition to the chief the new bureau was to consist of one assistant and "such number of

[42] Lieber to Holt, Mar. 28, 1968, Joseph Holt Papers, vol. 58. This statement is not stirtcly true, for Lieber's eldest son Oscar (1830-1862) served in the Confederate army until his death.

[43] Frank Freidel, "The Loyal Publication Society: a pro-union propaganda agency," *Mississippi Valley Historical Review,* XXVI (Dec. 1939), 359-376.

[44] Secretary of War, Telegrams sent, vol. 32, p. 390.

[45] *Nation,* Aug. 3, 1865, p. 129.

clerks, to be detailed by E. D. Townsend, the Adjutant General, or" as might be found necessary for the work. Probably Townsend or whoever drafted the order had no intention of using language that would attract applications for the assistantship and the lesser jobs. The order certainly made clear enough that clerkships were not available. Yet Lieber between July and October 1865 received more than a dozen applications for jobs in his organization. None was successful. Some of the letters of application have more than a passing interest. They reflect, among other things, the unsettled character of the post-war period when men discharged or about to be discharged from the army were trying to find a place in civilian life.

The position of assistant to the chief caught the eye of various persons, including several college graduates. On the very day the notice of General Orders No. 127 appeared in the newspapers, Thomas H. Talbot, a graduate of Bowdoin College, in Washington at the time, addressed duplicates of a letter to Lieber (one to Washington, the other to New York), which began: "I have the honor respectfully to apply for an appointment as Assistant (chief) in the Bureau for the Collection and Publication of the Rebel Archives, should the place still be vacant in your mind."[46] In listing his qualifications, Talbot said he was a lawyer by profession. He served for two years during the war as lieutenant colonel in the First Maine Heavy Artillery. Before entering the military service, he had been charged with supervising in a library the "work of arranging and making a catalogue of ten thousand volumes." Talbot stated further that Mr. Spofford of the Library of Congress was "very ready" to give him an appointment should a vacancy occur.

James Grant Wilson of Poughkeepsie, New York, who had served as colonel of a colored cavalry regiment under Maj. Gen. Lorenzo Thomas, asked his former general to recommend him for the position.[47] "My tastes, education and previous literary experience would I think enable me to fill the place with credit to myself." General Thomas in referring the letter to Lieber described the writer as "an excellent officer."[48]

In August Lieber received two applications from former students at Columbia College. The first of these, Stephen H. Turnbull, signed himself "Your pupil of '61."[49] His tone was quite humble for one of

[46] July 27, 1865, Archive Office, Letters received, T10.

[47] July 31, 1865, *ibid.*, W30. Also on July 31, Senator H. Wilson of Massachusetts, on vacation at Natick, asked Secretary Stanton (Secretary of War, Letters received, W1937) to appoint as assistant to Lieber C. C. Hazewell, editor of the Boston *Traveller;* he lauded Hazewell's great knowledge of history and of men.

[48] *Ibid.*, W30, endorsement.

[49] New York, Aug. 3, 1865, *ibid.*, T11.

his profession (law). He did not ask outright for the assistantship. After stating that he had compiled and published a book the year before, Turnbull closed with the words: "I trust you will try me as my time is entirely unoccupied at present." Bvt. Maj. J. A. Slipper, class of '59, was in comparison buoyancy itself.[50] He wanted the place if Lieber thought he was competent to fill it. For his "literary acquirements" Slipper pointed to his work under Lieber and the other professors at Columbia. As a soldier, he remarked further, he believed he had not "disgraced" his alma mater.

The last of the applications for the assistantship was addressed to "Professor Lieber" by Lorenzo H. Whitney of St. Louis, formerly colonel of the 140th Illinois Regiment.[51] Whitney's approach was most candid. He had written one volume on the history of the war, he declared, but had decided not to continue this work because all the facts were not yet accessible. A position in the Archive Office would, he indicated, afford him a "splendid opportunity" to acquaint himself with the facts; the "salery" was a secondary consideration.

A variety of persons applied for the lesser positions also. First among these was a woman of Lieber's acquaintance in New York who signed herself C. E. Hamilton.[52] If "females" were to be employed in his bureau as elsewhere in the Government she asked to be considered as a candidate for a job. A German in the same city addressed a similar request to "Heern Dr. F. Lieber."[53] In September a bookbinder at No. 457 10th St., opposite Ford's Theater, wrote that he "would like to get a situation" in the "Bureau for arranging the Rebel Documents."[54] One ex-Marine and two ex-soldiers applied for clerkships.[55] Two other ex-soldiers sought the job of watchman.[56]

In a class by itself stands a letter from A. R. Lamar of Columbus, Georgia, dated Oct. 2, 1865.[57] Confident, it would appear, that the war was really over, that it was time to let bygones be bygones, this former clerk of the Confederate House of Representatives offered Lieber his assistance in compiling war documents for publication! If there was "no objection to the Employment of an (as yet) unshriven rebel," Lamar expressed a desire to do this work during the coming winter.

[50] Washington, D.C., Aug. 20, 1865, *ibid.*, S21.
[51] Oct. 13, 1865, *ibid.*, W5.
[52] July 28, [1865], *ibid.*, H8.
[53] Francis B. Bickel, Aug. 15, 1865, *ibid.*, B10.
[54] John Tretler, Sept. 19, 1865, *ibid.*, T4.
[55] George P. Price, Sept. 20, 1865, *ibid.*, P2; James A. Wilcox, Aug. 28, 1865, *ibid.*, W29; H. Clay Myers, Sept. 18, 1865, *ibid.* M3.
[56] Charles J. Low, Sept. 5, 1865, *ibid.*, L6; Walter Mason, Sept. 9, 1865. *ibid.*, M14.
[57] *Ibid.*, L1; endorsement: "File this. I have answered it. F.L." Unfortunately there is no copy of Lieber's reply in the Letters sent.

Of all the communications in regard to positions that came to the Chief of the Archive Office this one would likely have received the least favorable attention if Lieber had been allowed to make appointments.

Assignment of Personnel to the Archive Office

As indicated above, none of the applicants for jobs in the Archive Office received an appointment. On Aug. 14, 1865 the Adjutant General informed Lieber's son, Lieut. Col. G. Norman Lieber, who was destined one day to be Judge Advocate General of the Army, that he had been appointed assistant to the Chief.[58] This was an act of nepotism, for Lieber undoubtedly engineered the appointment. In his July memorandum he had proposed two alternatives for handling the Confederate records: (1) that he first come to Washington to establish a "bureau" and then return "from time to time for a few days to inspect, adjust &c," or (2) that the records be sent to him in New York where he would have the "assistance and advice of some persons" not likely to be obtained in Washington. The second alternative presumably gained no serious hearing. It seemed better to move Mohammed to the mountain occasionally than to move the mountain to Mohammed permanently. But the decision to permit Lieber to supervise the work of the Archive Office while continuing to give his lectures at the Columbia Law School, rendered particularly important the selection of a resident assistant.[59] It was imperative that this assistant be a man of ability in whom both Lieber and the War Department had absolute confidence. Norman Lieber met these qualifications.[60] A lawyer by training (he was a graduate of the Harvard Law School) and a soldier by experience he directed the routine work of the Archive Office faithfully and well from August 1865 to April 1867 when he resigned to accept a post on the staff of General Sheridan in New Orleans. The arrangements made for the Liebers, *père et fils*, bore fruit for later archivists. From the written reports of Norman to his father in New York one

[58] Townsend to G. Norman Lieber, Archive Office Files. The papers relating to personnel assignments bear no file numbers.

[59] The Columbia trustees on July 6, 1865, abolished Lieber's chair of history and political science in the College and transferred Lieber to the Law School as professor of Constitutional history and public law. He opposed this act, yet once it was done he tried to give no cause for complaint because of absence. Writing to Samuel B. Ruggles, a trustee, on Mar. 15, 1866, he declared: "It just struck me that it may be well to enable you to say that my Wash. business has not once interfered with my lectures in the Law School—not once." Correspondence of Francis Lieber, vol. 2 (Library of Congress).

[60] In addition to his son, Lieber sought on Aug. 21, 1865, to have a Capt. D. J. Keily assigned to the Archive Office, but this officer had already been mustered out of service. Keily, he said, had "done such office duty as would be of great advantage in that to which he would now be assigned." Letter to Townsend and Townsend's reply (Aug. 24), Archive Office, Letters received, Al.

obtains interesting details of the work of the Archive Office in its early stages.

The applications for the lesser positions in the Archive Office were unsuccessful for a different reason. When Lieber began to receive applications in New York he wrote to the War Department for instructions in regard to them. In a reply of August 6, 1865, Assistant Secretary of War Eckert directed him to inform applicants that there were no vacancies.[61] It would be necessary, he explained, to use clerks from the Office of the Quartermaster General as there was no other way by which clerks could be paid. By the Regulations for the Archive Office, dated August 23, 1865, the Adjutant General was required to "assign a messenger and adequate clerks [to the Archive Office] and fix their compensation, not to exceed the usual rate for like service, to be paid . . . out of the Provost Fund of the Adjutant General. . . ."

Denied the opportunity to select employees outside the War Department, Lieber undertook to have something to say in regard to the selection of those in the War Department to serve under him. On August 25, 1865 he gave the name of a man he wanted to J. C. Kelton of the Adjutant General's Office. Kelton replied at once to "Dear Doctor" (Lieber was almost invariably addressed or referred to as "Dr. Lieber") to say that this man and seven others had been detailed to the Archive Office.[62] They would report in a day or two. "They are all good men, and five of them good penmen, but probably not one of them will fill to your satisfaction, the position of your chief clerk." General Townsend, Kelton added, would provide as many clerks as Lieber required. But Lieber was not encouraged to select particular individuals among the clerks.

By September 12, 1865 six clerks were on duty at the Archive Office.[63] The number appears never to have been larger during Lieber's period of service. The names of the six clerks were: George T. Chapman, B. Wells, A. P. Tasker, D. H. Bliss, R. E. Moore, and William Roggenstein. In June 1866 another clerk named Worthington was assigned to the Office, apparently to replace Chapman.[64] Each man, except Roggenstein who was paid $3.00 a day, received $100.00 a month as salary.[65] As Kelton had predicted, none suited Lieber as chief clerk. In early October he requested the Adjutant General to appoint as clerk a Mr. Stewart, formerly a captain in a colored regiment, who

[61] Archive Office Files.
[62] *Ibid.*
[63] See letter of this date to Lt. Col. Samuel Breck, signed by the six clerks, Archive Office, Letters sent, p. 28.
[64] Eckert to Lieber, June 6, 1866, Archive Office, Letters received, W31.
[65] Lieber to Townsend, Oct. 28, 1865, Archive Office, Letters sent, p. 80.

appeared to be qualified for the position of chief clerk.[66] Nothing came of the request. In April 1867 Wells was referred to as "principal clerk."[67] With Norman's departure he took over, in a measure, the duties of Assistant to the Chief. And when Lieber left the Archive Office in August of that year, Wells became the "clerk in charge."[68]

In requesting the appointment of Stewart, Lieber pointed out that he had one or two clerks who would be useless to him when their duties became purely clerical. At that time, he announced, he would ask that these clerks be relieved of service in the Archive Office. He kept his word. On December 14, 1865 he asked the Adjutant General to detail R. E. Moore elsewhere and to replace him with a "really good copyist."[69] This man had been sent to the Archive Office to assist in unpacking the Confederate records. He had done his work well but he would not do as a clerk. There was, declared Lieber, "great need of a good copyist, to copy into books the journals of the Rebel Congress now in a loose and destructible form, to copy the report which I shall have the honor to submit, and for other purposes where good writing is necessary." Despite this appeal Moore was not transferred from the Archive Office; he remained there for years after Lieber had departed. One can imagine how much Lieber would have liked to engage the services of the young applicant on the back of whose letter he had written several months before: "This is an exquisite handwriting for a clerk."[70] But he could not do so.

So far as the records show, the services of the clerks assigned to the Archive Office were, in general, satisfactory. But it is evident that Lieber did not consider the number sufficient. In his report of Jan. 18, 1866 he remarked on the "limited aid" at his disposal.

Guarding the Confederate Records

At this point it seems well to introduce an account of the measures adopted by the War Department to guard the Confederate records. Not to have these measures in mind is to have an imperfect view of the atmosphere in which the Archive Office did its work.[71] The subject of guarding the records properly was indeed foremost in the minds of the Liebers in 1865 and 1866 when everyone expected that Jefferson Davis would be brought to trial not only for treason but for the assassination

[66] Lieber to Townsend, Oct. 4, 1865, *ibid.*, p. 65.

[67] Townsend to Norman Lieber, Apr. 26, 1867, Archive Office, Letters received, A56.

[68] Bliss to Townsend, Sept. 21, 1867, endorsement by Wells, *ibid.*, B20.

[69] Archive Office, Letters sent, p. 111.

[70] Myers to Lieber, Sept. 18, 1865, endorsement, Archive Office, Letters received, M3.

[71] Under date of Aug. 18, 1865 Secretary Welles recorded: "Stanton is still full of plots and conspiracies." "He still keeps up a guard around his house, and never ventures out without a stout man to accompany him who is ordinarily about ten feet behind him." *Diary of Gideon Welles,* II, 362-363.

of Lincoln as well. The captured records in the Archive Office contained such evidence against Davis as existed, apart from that in the Bureau of Military Justice. In a letter to the Adjutant General, dated April 10, 1866, Norman Lieber declared: "Knowing how much many would gain by the destruction of these archives, I can not but feel somewhat anxious for their safety. . . ."[72] Both he and his father also worried about possible losses from carelessness and dishonesty on the part of the employees.

In the Regulations for the Archive Office, Art. 2, it was stated: "The Adjutant General will assign an adequate and vigilant guard, by day and night, to protect the archives and the building in which they are from injury and depredations. . . ." In practice this regulation meant giving the Archive Office and the records in its custody two kinds of protection: a military guard outside the building and a civilian night watchman inside the building.

As early as August 20, 1865 (three days before the regulations were issued), Brigadier General De Witt of the First Provisional Brigade, Washington, D.C., by Special Orders No. 101, instructed the commanding officer of the 195th Pennsylvania Volunteers to detail to the "Bureau of Rebel Archives" one sergeant, "a reliable and efficient soldier," for permanent duty, and one corporal and six privates for daily duty.[73] The men were to report the following morning at ten o'clock. By Special Orders No. 32, the commanding officer addressed, Col. Joseph W. Fisher, at once (Aug. 21, 1865) detailed Sgt. Benjamin F. Holtshouse (Holthouse) to report to Lieber.[74] Privates were added gradually, not only for guard duty but also for messenger and orderly service. It is interesting to note that Holthouse did not prove to be satisfactory. Soon after Norman Lieber assumed his duties at the Archive Office, he requested a replacement, "a really good soldier", for this non-commissioned officer.[75] "As Sergeant Holthouse absents himself unnecessarily when I am at the office, I presume he places no restraint upon himself when I am away." Col. Fisher promptly ordered Sergt. Eli V. Gochenour to relieve Holthouse.[76]

Norman Lieber soon drafted instructions for the sergeant of the guard. These were dated September 20, 1865 and read as follows:

> The Sergeant of the Guard is particularly charged with the care of the Building.
>
> He will instruct the Guard to allow no person, not connected with the

[72] Archive Office, Letters sent, p. 160.
[73] Archive Office Files.
[74] *Ibid.*
[75] Norman Lieber to Commanding Officer, First Provisional Brigade, Sept. 1, 1865 Archive Office, Letters sent, p. 10.
[76] Special Orders, No. 39, Sept. 2, 1865, Archive Office Files.

office, to enter the Building after office hours. In case the sentinels should not know those connected with this office, they will call the sergeant, who is made responsible for the execution of this order.

He will see that the sentinels walk their beats and are alert and attentive to their duties, particularly at night, and will report any neglect on the part of the guard to Lt. Col. Lieber, assistant.

No fire or light will be permitted in the building, except that the night watchman is allowed to burn the gas in the hall. Smoking is forbidden.

Should any unforeseen event occur, requiring the attention of the Chief or his Assistant, the Sergeant of the Guard will immediately dispatch a messenger with information to that effect to Lt. Col. Lieber, at 275 Vermont Avenue.[77]

These arrangements for the protection of the Archive Office building apparently operated successfully for several months. Some time during the winter the personnel of the military guard was changed from the 195th Pennsylvania Volunteers to the 8th Regiment, U. S. V.eteran Volunteers. On March 12, 1866 Brigadier General Dent, Headquarters Garrison of Washington, by Special Orders No. 38 ordered Captain Whitney of Company C, 8th Regiment U. S. Veteran Volunteers to send a detail of one corporal and six privates to the Archive Office to relieve a similar detail from the same regiment which had been on duty there.[78] Nothing was said about detailing a sergeant also. Lieber noted the omission as soon as he saw the order, and he wrote to Captain Whitney at once to recommend that this detail be omitted in future. A sergeant of the 6th U. S. Veteran Volunteers was then on duty at the Archive Office, he explained, but this non-commissioned officer was not needed.[79]

Within a month Company C was mustered out of service. On the morning of April 7, 1866 only three men reported for guard duty at the Archive Office. Norman Lieber informed the Adjutant General immediately.[80] Wth only three at his disposal he had been unable to establish a post in the rear of the building. He requested a restoration of the former detail of one non-commissioned officer and six privates. Two days later he reported the lack of any guard at all.[81] On April 10 he announced that the building was "left in an entirely unprotected condition" and urgently requested a temporary guard of seven men "until the regular detail reports."[82] This communication brought re-

[77] Archives Office, Letters sent, p. 43. Further instructions in regard to fires in the fireplaces were issued on Oct. 5, *ibid.*, p. 67.

[78] Archives Office Files.

[79] Mar. 14, 1866, Archive Office, Letters sent, p. 144.

[80] Apr. 7, 1866, *ibid.*, p. 157.

[81] *Ibid.*, p. 158.

[82] *Ibid.*, p. 160.

sults. The commanding officer of the Third Battalion, 12th U. S. Infantry, was immediately directed to send one non-commissioned officer and six privates for guard duty at the Archive Office. "They will report *at once* to Col. Lieber 'F' Str. betw. 18th and 19th Str (So. side) relieving a guard from the 8th Regt. U. S. V. V."[83] The question of a seven-man military guard appears not to have come up again while Lieber was in charge of the Archive Office.

So much for the military guard outside the building. In addition a watchman was maintained inside the building. On August 24, 1865 Eckert informed Lieber that J. R. Leake had been appointed night watchman at his building and would begin duty that night.[84] Several weeks later a second night watchman, Dewitt C. Burke, was appointed.[85] The intention, it appears, was that the two men relieve one another rather than be on duty at the same time. Neither Leake nor Burke won the confidence of the Liebers who constantly fretted over the safety of the records. Writing to Townsend in November, Norman Lieber called attention to the danger of fire and complained that the arrangement of the building provided "no means of preventing the employees of this Office from having access to the Records."[86] He proposed the placing of the most important papers in safes. A few days later a colored man, Gustavus Fluger, in whom Lieber did have confidence, was appointed porter.[87] By providing Fluger with living quarters in the building, Lieber hoped to have some control over the night watchman on duty.[88]

On March 13, 1866 Lieber requested Townsend to remove both Burke and Leake.[89] He made no mention of replacements. "With the present guard they [the two watchmen] are no longer necessary." Townsend's response was to replace Burke and Leake by two other men, John C. Long and Alfred B. Tuttle.[90] These men were paid at the same rate ($60.00 per month) as the watchmen in the War Department Building.[91]

In early April occurred the episode over the lack of a military guard, discussed above. When Lieber returned to Washington later in the

[83] G. C. Henny to H. C. Morgan, copy, Archive Office Files.
[84] *Ibid.*
[85] Townsend to Lieber, Oct. 2, 1865, *ibid.*
[86] Nov. 6, 1865, Archives Office, Letters sent, p. 88-89.
[87] Lieber to Townsend, Nov. 15, 1865, *ibid.*, p. 95-96. Fluger was appointed on the 22nd.
[88] See his letter to Eckert, June 9, 1866, private, Adjutant General's Office, Letters received, 447W.1866. There is no press copy of his letter in Archive Office, Letters sent.
[89] Archive Office, Letters sent, p. 144.
[90] These men were on duty by June 29, 1866. See Lieber's letter to Townsend of this date, with Townsend's endorsement, Archive Office, Letters received, A33.
[91] *Ibid.*

month a rumor reached him that a guard for the Archive Office was henceforth no longer considered necessary, that watchmen would suffice. In a letter to Townsend on April 23 he took sharp issue with this view which was the reverse of what he had stated the month before. He wrote: "It seems to have been suggested that a guard over this building is unnecessary and that night watchmen would be sufficient. I desire respectfully but earnestly to protest against such a change. There are now two posts, one in front and one in rear of the building, the guard going on at 4 P.M. and being relieved at 9 A.M. During office hours I have thought it unnecessary to have a guard. The office is closed at 4 P.M. and no one can enter it except during office hours. If watchmen were used it would require two which would be a considerable expense. But my principal objections to them are, that they remain in the building and might remove papers for the purpose, for example, of selling them as autographs or historical documents. Nor would the papers in all probability be missed until too late to recover them. One or two articles of small value (not papers) were missed, whilst watchmen were on duty here and it has destroyed my faith in them. Another objection is that being in the building, and frequently, as I have reason to believe, asleep, they cannot see what is going on outside. There are many papers in my charge which it would be to the interest of some persons to destroy, and, in my opinion they would find no difficulty in accomplishing such a result by setting fire to the building, if guarded by a careless night watchman only. Entrusted as I am with the safe preservation of the Archives of the Rebel Govt. I have considered it my duty to make this representation."[92] Townsend endorsed this letter on April 24 as follows: "It is not intended to relieve the guard but to increase the chance of security of the building & records, two night watchmen are employed, because the guard is too weak." For some unexplained reason, however, he retained the letter and replied to Lieber in a separate communication couched in the same terms as the endorsement.[93]

Thus it was decided that the Archive Office was to continue to have both military guards without and watchmen within, plus Gustavus Fluger. In June 1866 an army officer complained that "Gus" had been impertinent to him early one morning at the Archive Office.[94] Gus was severely rebuked, sent to apologize to the officer, and (what was probably of most importance to him) deprived of the garret room

[92] Adjutant General's Office, Letters received, 307.A.1866; press copy in Archive Office, Letters sent, p. 161-162.

[93] Apr. 25, 1866, Archive Office, Letters received, A26.

[94] Lt. Col. John Woodward to Col. T. A. Dodge, June 8, 1866, with endorsements, Archive Office, Letters received, W32.

Lieber had given him in the Archive Office building.[95] Apart from this incident, the files of the Archive Office reveal thereafter only routine troubles in the guarding of the Confederate records.

Townsend's Instructions to Lieber

In General Orders No. 127, July 21, 1865, the purpose of the Archive Office was declared to be "the collection, safe-keeping, and publication" of the Confederate records. The Regulations of August 23, 1865 showed a slight change of emphasis in directing as follows: "The archives will be diligently collated, classified, and filed for reference, and copies made when deemed essential." Publication had dropped out.[96] The Regulations reflected more closely the language of Lieber's memorandum than the order by which the Archive Office was created.

But was Lieber, lacking experience in dealing with records, to be permitted to proceed with the work of the Archive Office according to his own lights? Such was not the intention of the War Department. Between May and August, it appears, the Adjutant General had made a cursory survey of the captured records (aided no doubt by the invoices sent in by Cutts and Schofield) and developed some ideas for dealing with them. These ideas he put on paper for Lieber's guidance in an undated document entitled "Archive Office of War Department."[97] This document, rambling and unorganized, merits careful examination. Although Townsend used such expressions as "I suggest," "I think," "I believe," and "It would be proper to," he nevertheless conveyed to Lieber several concrete proposals that formed the basis of the work of the Archive Office. Lieber reflected Townsend's instructions in reporting to Stanton.

Townsend began with the steps to take after the shipping containers had been emptied and the contents placed upon the shelves. He assumed, it appears, that in this operation the clerks would segregate the records

[95] Lieber to Eckert, June 9, 1866, Archive Office, Letters sent, p. 183-184; Lieber to [Eckert], June 1866, private, Adjutant General's Office, Letters received, 447W.1866. Townsend did not, however, discharge Fluger until August 1867, Archive Office, Letters received, A62.

[96] On July 27, 1866, Congress by joint resolution (14 Stat. L., 369) authorized and required the Secretary of War "to appoint a competent person to arrange and prepare for publication the official documents relating to the rebellion;" but Stanton appointed Peter H. Watson rather than Lieber. Writing later (letter to Holt, May 22, 1869, Holt Papers, Vol. 61), Lieber said that although Stanton had been "very friendly" to him he had declined to give him "discretionary power" to publish material in the Archive Office.

[97] Archive Office, Letters received, A64. The document is enclosed in an envelope bearing Townsend's name and the words, "Instructions regarding the carrying on the work in the Archive Office."

of the several Confederate governmental organizations, as well as those of the Congress and of the various Southern leaders. Within these groups, the journals of the Congress (provisional and permanent) were to be arranged according to their dates: the letters and telegrams of the War Department and the reports of inspecting officers according to their "office marks and numbers" and the record books of the same Department and its bureaus according to "dates and numbers;" and the records of the Treasury Department according to "offices, subjects and dates." But the "books, papers, property &c." of the Post Office Department were not to be classified—on authorization from the Secretary of War they should be turned over to the United States Post Office Department.

So much for groups of records. Townsend did not stop with these. The next step, he made clear, was to put individual documents under control, primarily those in the records of the War Department and among the captured papers of several Southern leaders. This involved two procedures: (1) preparing an index of the "most important subjects," and (2) briefing the letters and papers relating to these subjects. On the back of each document an abstract of its contents was to be given as well as "the names of the writer and the party addressed and the date—these briefs to be entered in a book kept for the purpose arranged in order under appropriate headings." As examples of "subjects" Townsend gave only Jefferson Davis and the other Confederate officials whose papers had been seized. Not only were their private and official papers to be thus briefed and classified but a search made for their endorsements on important documents in the records of the War Department and of the Adjutant and Inspector General's Office.

Apart from the records of the Post Office Department, Townsend mentioned other records and property that he thought ought not to remain permanently in the custody of the Archive Office. These were the "rebel money and bonds;" the "Louisiana property, including the papers of the States and the valuable Bank securities;" the "mass of papers" of the Quartermaster General and Second Auditor's Offices; and the records of the old United States District courts. By specific direction or inference, Townsend indicated that Lieber should apply to the Secretary of War for instructions as to the disposition of such materials. Moreover, the procedures of the Archive Office were to be patterned after those in force in the bureaus of the War Department. In order to insure this result, no doubt, Townsend recommended the selection of an experienced War Department clerk to direct, as chief clerk, the routine work of the Office.

Unpacking the Shipping Boxes

A total of 499 boxes and barrels of records, together with three wagon loads of mail, were placed in Lieber's custody in August, 1865.[98] It is not surprising to learn, in view of Stanton's zeal in May to have the Confederate War Department records sent promptly to Washington, that the contents of some of them had already been inspected. Writing later Norman Lieber declared: "Many if not all of these boxes had been opened at the War Dept. and their contents examined before they were received by the Chief of this Office."[99] Actually, the process of opening the entire 499 was not complete until Sept. 7, 1865, at least two weeks after Lieber assumed his duties. Since the staff of the Archive Office, under Norman's direction, opened 189 shipping containers between Sept. 4 and Sept. 7, it is evident that 310 were opened prior to Sept. 4. How many of the 310 Lieber found opened on taking charge is a matter of conjecture. Some of them may have been opened in warehouses and nailed up again prior to the transfer to the building on F Street.

As one would expect, the boxes believed to contain the most important papers were opened first, whether by War Department officials or by Lieber personally. It is easy to imagine the avidity with which the new custodian began to go through the official and private papers of Confederate leaders. The results were disappointing. From New York he wrote to General Halleck: "As yet I have found very little of any special importance. Beauregard is the veriest coxcomb, corresponding with scores of misses, and receiving information about the *noblesse* in his veins; Sanders, the lowest party hack; Jefferson Davis, quiet."[100] Nor was he pleased with the dirt and confusion. "We met with a great deal of Richmond street-dirt in the boxes, proving that your order [of April 25, 1865] had been executed with the besom,—and such disorder!"

Lieber based this letter of Sept. 10, it is plain, entirely on his own inspection of the records before leaving Washington. He must have had before him Norman's summary reports on the contents of the 189 boxes and barrels opened after he left, yet he found nothing in them worthy of mention. A first glance at the hodgepodge character of the

[98] Lieber to Stanton, Sept. 15, 1865, Archive Office, Letters sent, p. 32. Of this number, Cutts and Schofield together shipped 430 in May. Cutts' first three shipments, 54 boxes, were stored on arrival in room 104 (4th floor), Winder Building, on the corner of F and 17th Streets. Archive Office, Letters received, J13 (endorsement, May 8, 1865).

[99] Letter to Gen. W. S. Ketchum, Mar. 22, 1867, Archive Office, Letters sent, p. 286.

[100] Sept. 10, 1865, Perry, *op. cit.*, p. 360. In an earlier letter to Stanton (Sept. 1, 1865, Archive Office, Letters sent, p. 9), he mentioned finding money in the trunks of Davis and Beauregard.

materials listed by Norman—books, papers, record books, instruments, stamped envelopes, accounts, court records, public documents, Confederate notes, etc.—is not likely to give the archivist of our time a different opinion. But let him read the lists himself as reproduced below. There is no better way to obtain an idea of how literally Union commanders in the field had obeyed Stanton's orders to send to Washington every piece of Confederate paper that fell into their hands.

On Sept. 4 Norman reported to his father the opening and examination that day of 73 boxes in this order:

1 box record books Pay Dept.
1 " Ordnance Accounts
1 " principally miscellaneous books & papers from the Army of Tenn.
1 " books and papers of Rich. Potts, Med. Purveyor Memphis.
4 " Naval instruments, D west 1.
4 " Record books Treasury
2 " Commissioner of Taxes
2 " Books and papers Atlanta Arsenal
3 " " printed (naval)
1 " Record Books, Gen. Hosp. No. 4 Wilmington, N.C.
4 " Books & papers Macon Arsenal, Columbia
2 " Signal Corps instruments
16 " Cancelled Confederate notes
2 " uncancelled Conf. notes—
1 " Med. Purveyor's Accounts
1 " books, Conf. H. [?] Bonds of Depository at Macon
1 " Ordnance Records, Treasury, Misc. Returns & Reports
1 " 1 " Auditor's papers
10 " old U.S. stamped envelopes
4 " postage stamp ink
3 " P.O.D. Contracts for carrying mails
1 " P.O.D. Bonds
1 " " two instruments (use not known)
1 " " Books & Blanks
1 " " Letter Balances
1 " " Monthly Registers
1 " " Returns & records of Inspection Officer
1 " " oaths of office
1 " U. S. Public Documents[101]

On the following day, Sept. 5, Norman reported the opening of 46 boxes as follows:

1 box circulars of Treasury Dept.
11 " U.S. public documents

[101] *Ibid.*, p. 12-13.

1 " Conf. Dist. Court Records, Cape Fear, No. Ca. and old U.S. Court records
2 " Post Office Dept., Miscellaneous
1 " blank envelopes & Stamp & Envelope Ledgers
1 " Contract Registers, P.O.D.
1 " Richmond newspapers & U. S. Supreme Court Reports
1 " old U.S. stamped envelopes
1 " P.O.D. Contracts, Bonds &c
1 " " Letters from Dead Letter office
1 " " Stamp accounts
1 " containing a frame covered with parchment
1 " postage & stamp dies
1 " stamped envelopes
21 " 2" Auditor's Accounts, repacked[102]
52 barrels Second Aud Accounts
17 " Quarter masters "
1 box containing blanks and printed paper.

He also reported that he was in the process of examining three wagon loads of mail with a view to determining what papers properly formed part of the records to be permanently retained by the Archive Office.[103]

Finally, on Sept. 7, Norman informed his father that "all the boxes and barrels, with the exception of two hogsheads," had been opened.[104] The examination of the mails continued, a slow operation. His letter of Friday the 8th reported the opening of eighteen mail bags.[105] "It is very slow work, but I find a good deal of official matter. There still remain ninety nine bags to examine and it will be impossible to get through before Wednesday." An inventory, as requested, would be prepared as soon as the work on the mails was completed. There was no need, Norman concluded, for Lieber to return before Wednesday or Thursday. He appears to have completed the unpacking of the records by the time his father appeared.

Arranging and Classifying the Records

After the shipping containers had been opened and the contents noted, it was possible to turn to the problems of arrangement and classification. On Sept. 15, 1865 Lieber announced to Stanton that the "general examination and classification of the contents of the 428 boxes, 71 barrels and 120 mail bags, turned over to this Office, has been finished."[106] It was now his intention, he continued, to "proceed to a more

[102] *Ibid.*, p. 16.
[103] *Ibid.*, p. 18-19.
[104] *Ibid.*, p. 20.
[105] *Ibid.*, p. 22.
[106] Archive Office, Letters sent, p. 32. Attached to this letter is a paper marked "A" (p. 33-38) in which Lieber discussed the disposition of material in his custody.

minute classification and, as far as possible, registration of the papers, books and documents." But by no means all the materials in his custody merited such attention. Some of them should be turned over to various Executive departments, for they were not "of a character justifying their place in Archives." Private letters to unimportant persons had, in general, been returned to the mail bags for possible transfer to the Post Office Department. The Second Auditor's account (118 boxes and barrels), the Quartermaster's accounts (126 barrels), and the muster and pay rolls (24 boxes) could not be classified with the space and clerical force at the disposal of the Archive Office. Assuming equality in size of shipping containers, these records represented more than half of the total amount placed in Lieber's custody. The unpacking of them revealed, moreover, great disorder in the papers. For the most part, declared Lieber, they were "in the utmost confusion, having evidently been scattered about and collected again, many apparently swept together in the streets."[107]

The War Department did not provide the Archive Office with either more space or more clerks. Lieber accordingly dropped the problem of the accounting records and proceeded to do what was possible with the facilities at his disposal. He returned to New York after making his preliminary report to Stanton. We are fortunate to have, in consequence of his departure, a letter from his assistant in which the initial steps of the classification work are recounted. The letter, dated Sept. 22, 1865, reads as follows:

My dear father,

In order that you may have a distinct idea of the work now going on at this office, I make the following statement of the division of labor:

Mr. Wells is engaged in arranging the record books. When he has completed this I propose to examine these books and the papers to which they relate, with him, in order to prove that they have a mutual reference and that therefore the latter can be found by referring to the former.

In the meantime I am giving my particular attention to the Journal of the Secret Session of the Rebel House of Representatives. Mr. Chapman has the open session and the Provisional Congress and is now arranging the printed

[107] *Ibid.*, p. 37. It is interesting to compare this description with one Cutts sent to Dana in regard to some other material he had packed up (May 12, 1865, Archive Office, Letters received, J17). Cutts wrote: "The documents and papers in Boxes 93 and 94 were found in the Capitol, scattered on the floor of a small room which had been occupied by the Clerk of the Confederate Senate. The most important and by far the larger portion of the papers had been evidently removed, and those which remained had been culled over by visitors before access to the room was prohibited. In many cases, the signatures of the different officials were found to have been torn off as autographs or mementos."

bills. Concurrently Mr. Roggenstein is classifying the written bills, resolutions, messages etc.

To Mr. Bliss I have assigned the Inspector General's Department, to Mr. Tasker the Ordnance and Mr. Moore I have now making up as complete files of General Orders as can be found.

As soon as I find time to do so I shall myself examine and arrange Reports of Battles.

Nothing has occurred at this office requiring a report.

Very affectionately

G. Norman Lieber
Maj. Brev. Lt. Col.
Assistant.[108]

Chief of Archive Office

Lieber's report of Jan. 18, 1866 throws some light on the progress of the work down to that time. About three-fourths of the letters in the Archive Office had been examined and briefed by May of that year. The zeal of the staff seems to have diminished as time wore on.

Lieber's report of Jan. 18, 1866

In his July memorandum Lieber indicated to the Secretary of War that if the Confederate records were placed in his charge, he would possibly prepare a "final complete report" on the work performed. No such report, it appears, was ever requested or made. The quarrel between the Secretary and President Johnson, which led to the abrupt replacement of Stanton by Grant in the War Department in August 1867, may well have diverted attention from Lieber's activities in the Archive Office. Perhaps Stanton considered as sufficient the report Lieber did make to him in January 1866.

This "first general Report," as Lieber designated it, was dated January 18, 1866 and sent to the Secretary the same day.[109] The unsigned draft copy of the report in the Archive Office files consists of the text (35 pages) and appendixes A to L (173 pages).[110] Lieber began by pointing out that the records placed in his custody formed but "a small portion of the original Archives." To Stanton's orders and the "prompt action" of Halleck at Richmond he ascribed the preservation of those saved. The losses were irreparable, yet "many papers of historic value," addressed by the Richmond government to the governors of States,

[108] Archive Office, Letters sent, p. 45-46.

[109] Lieber to Stanton, Jan. 18, 1866, Archive Office, Letters sent, p. 123. Lieber hoped this report would be published but Stanton refused. See Lieber's letter to Holt, May 22, 1869, Holt Papers, Vol. 61.

[110] The whereabouts of the original report is unknown, but there is no reason to believe that its text differs from that of the draft copy. A small part of the draft copy is in Lieber's handwriting.

might be recovered from the archives of those States. With respect to the records of the Confederate armies in the field, Lieber painted a dark picture. "With the exception of the incomplete ones of the Army of Northern Virginia, of the Department of South Carolina and Georgia, and of two books of records of General Pillow and one of General E. Kirby Smith, none of the records of the different commands" had come into Federal possession. Those of the Western commands, including the trans Mississippi, had "entirely disappeared," despite General Orders No. 60. Prompt action should be taken to save command records, declared Lieber.

Lieber repeated the figures of his September report as regards the amount of records transferred to the Archive Office, of which the accounting records formed so large a part.[111] The latter had been repacked and stored in the Winder Building. In September Lieber had stated his need of space and additional personnel to cope with these records. Now, in January, relieved of their immediate physical presence, he had a radical solution for dealing with them. He wrote: "In view of the voluminous mass and worthlessness of the papers, and considering that it will be impossible even by the work of years, to reduce this mass to any order, I would suggest that such of them as are not already arranged, be destroyed."

The report discusses in some detail the records of the Confederate departments in the Archive Office. Some of these, together with other papers and printed materials, are listed in the eleven appendixes. Those of the War Department, stated Lieber, were the most complete, although he called attention to a number of files that were not complete. The State Department records consisted exclusively of correspondence, small in bulk but of "great interest." The Confederate foreign policy, as reflected in this correspondence, is treated at some length in the report.

Several groups of records had been transferred elsewhere. Others should be. Lieber recommended turning over to the Post Office Department for distribution the private letters which had been found in the mail bags, as they were not likely to contain "much of value" to the Archive Office. The newspapers found there struck Lieber differently. They ought to be retained, he declared, and files of the leading Southern papers added to them.[112] "The importance of such an addition is apparent, for, although there was great strictness exercised in regard to the information which they were allowed to publish it is to them that we

[111] Report of Sept. 15, 1865, Archive Office, Letters sent, p. 32-38.

[112] As early as August 28, 1865, Lieber urged Stanton to purchase a complete file of "one of the most prominent papers of Richmond" for the period of the war. *Ibid.*, p. 3.

must in a great measure look for a true exposition of the feelings of the revolted people."

In this report Lieber omitted mention of the classification work of the Archive Office except that with respect to the "large number" of letters addressed to Davis and Beauregard. These letters had been arranged and the "most characteristic ones" were being entered in a card catalogue, even though they were not "important as to facts of a historical or legal character." The making of the catalogue was moving daily toward completion. But Lieber took care not to overstate the value of such a finding aid. In his words: "References to important subjects, letters and names of persons are entered in this catalogue and inquiry as to special facts or occurrences is thus made as easy as circumstances admit." In addition to the card catalogue the Archive Office kept a "memorandum book."

At the close of his report Lieber called attention to the "limited aid" placed at his disposal in the Archive Office. Yet everything that could be expected of such a staff had, in his opinion, been intelligently and faithfully done, and he expressed the hope that they would be allowed to complete the work before them. Curiously enough, he asked at the same time for more work, namely, publication. Perhaps he thought that if this function were added to the Archive Office the staff would be increased. In any case he asked for authority to communicate or to publish important facts and documents from the materials in his custody. "Very many of these facts and of the documents just mentioned are of great value for the formation of a correct opinion on the struggle for the integrity of our country, the national character of our government and the extinction of disintegrating State sovereignty, as well as Slavery, through which Providence had decreed to lead the American People, and to lead them after the severest sacrifices to victory—the victory of law and freedom."

Servicing the Records

Lieber was not alone in his belief that important facts gleaned from the Confederate records should be made public. Soon after his report was submitted to Stanton, an article in the *Nation* deplored the lack of information about the Civil War and complained because the captured archives had been "admirably concealed from loyal researches."[113] The writer in his vexation questioned the value of the records; he pictured Dr. Lieber as presiding "over a parcel of rubbish" in Washington. Parcel of rubbish or not, the records were restricted and remained restricted during Lieber's custodianship in accordance with the Regulations of August 23, 1865. Article 4 of the Regulations declared:

[113] *Nation*, Feb. 15, 1866, p. 201.

"The business of the [Archive] office will be strictly confidential. No person, not connected with the office, will be permitted to visit it, or inspect any paper or document, without written permission of the Secretary of War, or his assistant, nor will information of the contents of any paper, or of the state or condition of the business of the office be communicated, except upon the permission aforesaid."

In actual practice this regulation was not strictly adhered to. The Archive Office gave out information a number of times without written permission. Loans of records were made also. Leiber not only served Government officials freely but he took active steps to bring materials to their attention that he thought might interest them. In cases of doubt he took refuge behind the regulations. Otherwise he interpreted the regulations as he saw fit.

Early in October 1865 Lieber received a request from the Office of the Surgeon General, which was preparing a medical history of the Civil War, to be allowed to consult or to borrow the Confederate medical records in the Archive Office. In his reply to Assistant Surgeon General J. J. Woodward he stated that no document could be removed "except by direct and positive order" of the Secretary of War.[114] Nor was there room in his office for Woodward's assistants to work. Still Lieber had a solution to the problem. After lauding the medical history project, he proposed that Woodward obtain permission from the Secretary of War to remove from the Archive Office all of the Confederate medical records, "few and fragmentary" though they were, for a fixed period, say, half a year. The suggestion was well received. Under date of Nov. 16, 1865, Surgeon General J. K. Barnes requested of Stanton the loan of the medical records for one year.[115] Stanton approved the request.[116] And Woodward gave his receipt for the records on Nov. 23. Two other small loans of medical records to the Surgeon General's Office were made in 1866.[117] The papers were evidently returned to the Archive Office.[118]

The Archive Office was also authorized to loan in December 1865 all the records in its custody relating to the Confederate prison in Salisbury, North Carolina, for use in the trial of the commandant of that prison.[119] Frank E. Wolcott, Judge Advocate General, Military Com-

[114] Oct. 9, 1865, Archive Office, Letters sent, p. 74-75.

[115] Archive Office, Letters received, W7.

[116] *Ibid.*, undated endorsement.

[117] Receipts for the three groups of medical records loaned are found, *ibid.*, S [no number], in an envelope marked "Three receipts for Medical Records. . . ."

[118] They are not mentioned in a list of "Property and papers turned over to other Departments and to Individuals," Archive Office Files.

[119] Norman Lieber to Eckert, Dec. 18, 1865, Archive Office, Letters sent, p. 112; Eckert to Lieber, same date, Archive Office, Letters received, W9.

mand of North Carolina, returned the records the following summer.[120] This loan was made on the recommendation of Judge Advocate General Holt.[121]

On April 19, 1866 Lieber loaned to the Adjutant General papers relating to Ralph Abercrombie. Townsend returned them two weeks later.[122] Not every loan of files ended so happily. In December 1865 Lieber announced to Stanton that he was sending him four packages of papers found on the person of Col. Ulric Dahlgren at the time he was killed by the Confederates.[123] Precisely fourteen years later the clerk in charge of the Archive Office declared himself unable to find evidence of the return of the Dahlgren papers.[124]

Under date of Oct. 23, 1865 Secretary Stanton in his own hand wrote on an envelope a note to the Chief of the Archive Office saying that General Fry had "permission to inspect the rebel records relating to enlistment & recruiting."[125] The general, it appears, made the inspection and requested of Norman Lieber a list of certain records in which he was interested. Norman sent him such a list, expressing at the same time his regret that the information was so meager.[126] Nothing was said in regard to loaning the records. Soon thereafter a Major Scott, presumably one of Fry's aides, came to the Archive Office during Norman Lieber's absence and carried off several "journals." Norman protested to Fry.[127] In requesting the return of these records, he explained that he could not consent to their removal "without a positive order" to that effect.

Apart from making loans, the Archive Office performed other services on the records for Government officials. It made copies of many documents and conducted searches for desired information. Requests that could not be met when received were sometimes answered months later if data came to light.

One morning before Norman Lieber arrived at the office, a State Department official left an inquiry concerning the steamer *Georgia*. Norman wrote to the official at once to say that no papers on the subject had yet been found.[128] He would "institute as perfect a search as is possible in the present stage of the work in this office." Apparently no information was ever found.

[120] Wolcott to Lieber, June 21, 1866, *ibid.*, W37.
[121] See note 119.
[122] Townsend to Lieber, May 3, 1866, *ibid.*, A27.
[123] Dec. 1, 1866, Archive Office, Letters sent, p. 106.
[124] A. P. Tasker to Townsend, Dec. 17, 1879, Archive Office, Letters received, T110.
[125] *Ibid.*, W4.
[126] Nov. 1, 1865, Archive Office, Letters sent, p. 86.
[127] Letter of Nov. 15, 1865, *ibid.*, p. 97.
[128] Letter to E. P. Smith, Dec. 23, 1865, *ibid.*, p. 115.

An example of a delayed search is that in regard to steamboat burning. Judge Advocate General Holt referred a request for such information to the Archive Office in the fall of 1865. Under date of April 26, 1866, Norman Lieber sent to Holt "copies of papers" that had recently come to light.[129]

Another case in point was a request from D. W. Downey, referred by the Assistant Secretary of War to the Archive Office on June 28, 1866. It concerned one A. White. Reports were made on July 3 and in August, 1866. Other papers turned up later and copies of them were sent by Norman to Townsend on Feb. 22, 1867.[130]

Lieber once urged General Colburn, U. S. Engineers, to obtain Secretary Stanton's permission to make a copy of or to look at a list of 278 officers who resigned their commissions in the United States service in 1861.[131] There is no indication that the suggestion was followed. Lieber's last letter in the book of press copies of letters sent, kept during his custodianship, deals with his inability to answer a request for proof that Joseph Stinson destroyed the steamer *J. H. Russell.*[132] The records merely indicated, he wrote, that Stinson was in the secret service of the Confederate Government, that he was engaged in destroying boats on the Western rivers, and that he claimed to be able to destroy vessels at a distance of two miles by means of Greek fire.

So much for services to Federal officials. The Archive Office also received requests from State officials. The acting adjutant general of Rhode Island wanted to know the name of the surgeon who was in charge of Hospital 22, Ward 2, Richmond, Virginia, on February 25, 1864.[133] Norman Lieber replied that there were no records in his custody from which the information could be obtained; if the records of Hospital 22 came in he would have them searched.[134] The adjutant and inspector general of Alabama wished to know whether he could copy the muster rolls of the Alabama companies in Washington or have these records removed to Montgomery for the purpose.[135] Lieber informed him that the rolls could not be removed and that permission to use them would have to be obtained from the Secretary of War.[136] Through Brig. Gen. B. S. Alexander, the city of Savannah, Georgia,

[129] *Ibid.*, p. 163.
[130] *Ibid.*, p. 276.
[131] May 1, 1867, *ibid.*, p. 292.
[132] Lieber to Townsend, Aug. 3, 1867, *ibid.*, p. 301.
[133] H. Crandall to Prof. Francis Lieber, MD. (sic), Nov. 13, 1865, Archive Office, Letters received, R1.
[134] Nov. 14, 1865, Archive Office, Letters sent, p. 94.
[135] George E. Brewer to Lieber, Apr. 30, 1866, Archive Office, Letters received, B7.
[136] May 4, 1866, Archive Office, Letters sent, p. 166.

inquired whether the Archive Office had a map of that city alleged to have been captured in the summer of 1865. The reply was in the negative.[137]

Private individuals also wrote to the Archive Office in search of information. Mrs. Josephine Le Conte of Columbia, South Carolina, made inquiry concerning various manuscripts and papers belonging to her husband, Professor Le Conte, which were lost when General Sherman occupied that city. If they were in the "Bureau of Archives" she requested that they be returned. "There is nothing of the kind here," wrote Lieber on the back of Mrs. Le Conte's letter where he also indicated that he answered the letter on Nov. 15, the day after he received it.[138]

In mid-February 1866 a Lieut. M. A. Stearns wrote from Fort Wayne, Indiana, for information concerning the fate of a Confederate officer named Jasper N. (or S.) Whiting.[139] Norman Lieber wrote back at once to ask the name of the Confederate organization to which Whiting belonged.[140] "Without such information," he said, "the search would be a very tedious one, and the time of the clerks in this office is at present so much occupied that, if possible, I would prefer to avoid it. If the information can not be given I will endeavor to answer your question as soon as the urgency of more important business will permit." Stearns was unable to furnish the desired information.[141] But Norman did not put the request aside, at least not for long. On March 8, 1866 he was able to inform Stearns that he had found an entry for Jasper S. Whiting in a register of the officers of the Confederate Adjutant General's Department under the head of Majors, and he quoted the entry.[142] Stearns had the courtesy to express his thanks.[143]

Permission to use records in the Archive Office appears to have been rarely given, even with Lieber's recommendation. Under date of Dec. 7, 1866, Lieber forwarded to Stanton a request from a Mr. (John B.) Bachelder to consult the records.[144] "No one has received permission to consult the Archives," Lieber declared, "but as I really wish that he—the particular historian of the battle of Gettysburg—might have an opportunity of examining the rebel reports of the great battle, I have thought I would do myself the honor of asking your especial direction

[137] Alexander to Lieber, Archive Office, Letters received, A48, with endorsement, "ansd (negative file)."

[138] Josephine Le Conte to Lieber, Nov. 8, 1865, *ibid.*, L2.

[139] Stearns to Lieber, Feb. 15, 1866, *ibid.*, S8.

[140] Feb. 20, 1866, Archive Office, Letters sent, p. 136.

[141] Reply of Feb. 23, 1866, Archive Office, Letters received, S9.

[142] Archive Office, Letters sent, p. 143.

[143] Mar. 14, 1866, Archive Office, Letters received, S10.

[144] Archive Office, Letters sent, p. 248.

before I reply to Mr. Bachelder." Despite this appeal Stanton appears to have made no exception for this searcher. A year later General Grant, interim Secretary of War, gave orders that Bachelder be allowed "to look at and make copies of the reports of the battle of Gettysburg."[145]

Stanton also excluded a Congressman from the Archive Office. On Feb. 12, 1867, James F. Wilson, Chairman of the House Committee on the Judiciary, addressed a letter to Lieber in which he requested that Francis Thomas, a member of the Committee, be allowed to examine the Confederate records for certain information.[146] Norman Lieber passed the request to Townsend for the decision of the Secretary of War.[147] Stanton ruled that no exception to the regulations could be made for the Congressman. Townsend said however that if Thomas would state "what papers he wishes to have, the Secretary will cause search to be made for them with a view to furnishing him copies."[148] In informing Thomas of this adverse ruling, Norman took care to protect himself. He wrote as follows: "By order of the Secretary of War the records of this Office are accessible to those only who obtain an order from him for that purpose. I did not feel myself at liberty to refuse such access to you as a member of the Judiciary Committee with power to bring before it persons and papers, but on application to the Secretary I am instructed to consider the rule as without exception. For my own protection therefore I would respectfully request that you obtain such an order upon me."[149]

Congressman Thomas apparently did not press the matter. Had he requested copies of documents there was a precedent for furnishing them. Several months earlier the Archive Office had gone "all out" to furnish the Committee on the Judiciary with such material. This service will now be discussed.

Producing Evidence against Jefferson Davis

"Civilized nations look with horror upon offers of reward for assassination of enemies as relapses into barbarism." Thus wrote Lieber in his famous *Instructions for the Government of the Armies of the United States in the Field,* which the War Department issued as General Orders, No. 100, April 24, 1863. The fatal shooting of Lincoln two years later convinced him, it appears, that the Confederate leaders had not looked with horror upon offers for the assassination of the Presi-

[145] Townsend to B. Wells, Nov. 14, 1867, Archive Office, Letters received, B43.
[146] *Ibid.,* W40.
[147] Feb. 15, 1867, Archive Office, Letters sent, p. 273.
[148] Townsend to Norman, Feb. 15, 1867, Archive Office, Letters received, A51.
[149] Norman to Thomas, Feb. 15, 1867, Archive Office, Letters sent, p. 274.

dent. He at once called bitterly for punishment of the leaders.[150] And when he became custodian of the captured Confederate records Lieber was tireless in his search for documents to connect Davis and his associates with the tragic event of April 14. This fruitless search overshadows all the others made by the Archive Office during the first two years of its existence.

Until May 1866 Lieber appears to have conducted the search without specific written instructions. As mentioned above, he made a cursory examination of the papers of the Confederate leaders when he first took charge of the Archive Office. A clerk continued the examination during Lieber's first absence. On Sept. 8 Norman reported: "Mr. Chapman is at work on the Davis papers."[151] In consequence of these activities "5 sheets of note paper" were soon found which showed, according to Lieber, the "perfect connexion" between Davis and a Confederate in Canada named K. J. Stewart. He sent the sheets to Judge Advocate General Holt with the request that they be returned to the Archive Office.[152]

Two months later Lieber wrote again (private) to Holt to communicate a copy of a letter.[153] "The original is of course at your service should you desire it for official purposes (should Jefferson Davis be tried)." The letter, which it appears dealt with an assassination plot, had been "cooly" referred by Davis to his Secretary of War. Lieber inveighed against this act of referral, and related that when Lord St. Vincent received an offer to assassinate Napoleon he rejected it with abhorrence.[154]

Holt, it is interesting to note, proved to be alive to the possibilities of contrasting Davis unfavorably with St. Vincent. On January 13, 1866 he telegraphed to Lieber in New York to ask for the source of the St. Vincent statement. Lieber replied the same day, saying that the source was a letter by St. Vincent found in a life of the British admiral published ten or fifteen years before.[155] The "Congress Library," he thought, ought to have a copy of this work. A week later he requested Holt to send him a copy of the St. Vincent letter with exact citation, and seized the occasion to remark: "In oratory, it might well

[150] Letter to Halleck, Apr. 15, 1865, cited by Dyer, *loc. cit.*, p. 461-462. Writing to President Johnson on Apr. 23 he referred to "that treason which strives to slay our Nation, and, with fiendish foolishness, has slain our President." Andrew Johnson Papers, vol. 60 (Library of Congress).

[151] To his father, Archive Office, Letters sent, p. 22.

[152] Sept. 15, 1865, *ibid.*, p. 30; original in Holt Papers, vol. 49.

[153] Nov. 17, 1865, *ibid.*, vol. 50; no press copy in Archive Office, Letters sent.

[154] In his report of Jan. 18, 1866, Lieber informed Stanton that the Archive Office contained several offers of assassination.

[155] Holt Papers, vol. 51.

be stated that Jeff Davis acted like the fiendish Philip and the Spaniards when Gerard offered to assassinate Wm of Nassau—that double star of Washington."[156]

But Lieber was soon to be asked for somethig more than the printed source of a letter unrelated to the activities of Jefferson Davis. On April 9, 1866 the House of Representatives passed a resolution directing its Committee on the Judiciary to make a report on the assassination of President Lincoln. The Chairman of this Committee was James F. Wilson of Iowa. Two other members were George S. Boutwell of Massachusetts and Andrew J. Rogers of New Jersey. On April 17 Wilson addressed an inquiry to Secretary Stanton concerning evidence in regard to the assassination plot.[157] The Secretary in his reply of April 19 stated that "all the evidence" was in the Bureau of Military Justice.[158] He then referred to the captured records in the Archive Office as follows: "The rebel archives that have come into the possession of this Department are in course of examination by Dr. Lieber who was assigned to that duty. If there be any papers bearing on the subject of your investigation he is directed to submit them to you and to furnish copies."

Some delay ensued. Stanton apparently gave no instructions to Lieber in this conection. Finally, on May 4, 1866, the Committee subpoenaed Lieber to appear before it and the same day, in the name of the Committee, Wilson requested him in writing to bring before the Committee all evidence in his possssion:

I. Of a circumstantial character tending to confirm that adduced at the Conspiracy Trial in relation to the complicity of the Rebel Government in assassination of Abraham Lincoln.

II. Evidence showing that Jefferson Davis entertained propositions to assassinate Abraham Lincoln and the most prominent men of the North.

III. Evidence showing that Jacob Thompson, Clement C. Clay, Beverly Tucker, George N. Sanders and W. C. Cleary were the accredited agents of the Rebel Government, at the time the conspiracy to assassinate President Lincoln was formed.[159]

[156] Jan. 20, 1866, *ibid.* I do not find the letter referred to in either Edward Pelham Brenton, *Life and Correspondence of John, Earl of St. Vincent* (2 vols., London, 1838), or Jedediah Stephens Tucker, *Memoirs of Admiral the Right Hon. The Earl of St. Vincent* (2 vols., London, 1844). Lieber possibly confused St. Vincent with Charles James Fox, who in February 1806 wrote a letter to Talleyrand expressing his abhorrence of an offer to assassinate Napoleon (*Annual Register, 1806,* p. 708-709).

[157] 38th Congress, Miscellaneous Papers of Judiciary Committee, Box. No. 13 (Library of Congress).

[158] Stanton Papers, vol. 30.

[159] Archive Office, Letters received, J5.

In view of Lieber's earlier letters to Holt, he must have heartily welcomed this request. He could now report officially to a Congressional committee rather than limiting himself to acquainting the Judge Advocate General privately with the contents of the captured papers. Much of the evidence desired had probably already been accumulated. The time had indeed come to turn to account the classification and briefing work that had been going on in the Archive Office since September. In two weeks Lieber prepared and delivered to the Committee a report along the lines indicated by Wilson. To this "very long report," as he described it to Halleck, he attached copies of "many letters."[160] In his letter of transmittal to Wilson, dated May 18, 1866, he declared that the report was based on an examination of some 270,000 letters and a mass of other documents; and he promised to keep the Committee's request in mind in further search of the records.[161] About 60,000 letters remained to be examined and briefed, he told Halleck the following day.[162]

After receiving Lieber's report of May 18, the Committee extended the scope of its investigations to include conditions in Southern military prisons. On June 22, 1866 Wilson requested of Lieber "any and all evidence in the Archive Office, showing that the rebel government was cognizant of the treatment which the prisoners of the Union army had endured in the South, and whether this cruel treatment was, in certain cases, purposely resorted to."[163] Lieber promised to comply "as soon as the proper copy can be made."[164] Only five days later he announced to Wilson that he was sending him a "Statement" and copies of certain papers and documents relating to the treatment of Union prisoners.[165] This time he was more conclusive than he had been in

[160] Lieber to Halleck, May 19, 1866, Perry, *op. cit.*, p. 363; a copy of the report (20 pages, legal size), without attachments is in the Stanton Papers, vol. 30. Concerning the making of the report, he wrote privately on May 18 to Stanton as follows: "I write this in case I should again miss you. A fortnight ago I was subpoenaed by the Judiciary [Committee] of the House of Representatives, and there told, what I received the same day in writing, that I should state what papers there were on certain points in the Archive Office. When I observed that, as to the Archive Office, I was but a subordinate and that I would prefer the Committee to make the demand through you, I was told that there was no disrespect whatever to you in the case, and that as [a] Committee they could not act otherwise. I am now subpoenaed again; I have however caused a copy to be made for you, which I shall leave with you should I not find you." *Ibid.*

[161] Archive Office, Letters sent, p. 171-172; original letter in 38th Congress, Miscellaneous Papers of Judiciary Committee, Box. No. 13.

[162] Perry, *op. cit.*, p. 363.

[163] Archive Office, Letters received, J6.

[164] June 23, 1866, Archive Office, Letters sent, p. 198.

[165] June 28, 1866, *ibid.*, p. 200-201. See "A Statement of the Evidence found in the Archive Office of the War Department, Relating to the treatment of Union Prisoners," (61 pages, legal size) 38th Congress, Papers relating to treatment of Union Prisoners, Box No. 17.

May. "The examination of papers had been intensive," he wrote, "and it is not probable that anything additional bearing upon the subject indicated by you, will yet be found among the papers, now in this Office; but from time to time new material is added to the Archives, and you will also remember that the Archives themselves are in many cases fragmentary." At the close of the letter he stated that he abstained "from entering into the repugnant subject to which it [the evidence] relates—filling one of the darkest pages of the long, sad History of War."

Lieber was as good as his word. On July 5, 1866 he sent Wilson a copy of a letter found among the papers of the Confederate army in Tennessee which had recently come to the Archive Office. This letter, he stated, related to the "wanton cruelties" to which Union prisoners were subjected in the South.[166] Nor was this all. In a letter to Boutwell, dated July 13, 1866, Lieber sent still another document to add to his "Statement" on Union prisoners.[167] This document, he said, contained "more direct proof" than he could remember seeing in any other paper of ill treatment of prisoners. "In a week the copies of other papers will be sent to you."

But time was running short. Before the end of July, Boutwell in the name of the Committee on the Judiciary made a 29-page report to the House.[168] To it was appended a sharply dissenting minority report of 11 pages by Rogers.[169] In his report Boutwell was obliged to state that the Committee had not yet been able to prove the complicity of Davis in the assassination of the President. But he held out hopes for the future. "The capture of the rebel archives," he wrote, "has put the government in possession of a mass of letters, papers, and documents of various kinds, only a portion of which have as yet been examined. The examination thus far has thrown light upon the general policy of the rebel authorities, which, in many particulars, involved a total disregard of inter-national law and of the usages of civilized war." Lieber could have written these words himself. The report indeed makes specific mention of "Francis Lieber, LL.D., chief of the archive office," in connection with his furnishing the Committee copies of documents relating to conditions in Confederate prisons.

The *Nation* greeted Boutwell's "long-deferred report" without enthusiasm.[170] It called attention to the failure of the Committee to pro-

[166] Archive Office, Letters sent, p. 204.

[167] *Ibid.*, p. 217-218.

[168] *House Reports,* 39 Cong., 1 Sess., vol. 1, doc. no. 104.

[169] This minority report is not included with the draft copy of Boutwell's report (161 pages, legal size), in "House of Representatives Collection," Carton 167 (Library of Congress).

[170] *Nation,* Aug. 2, 1866, p. 81-82.

duce proof of Davis' complicity in the assassination. Moreover, it predicted that the report would do "more service in the coming elections than in bringing on the trial of Jefferson Davis for murder." Annoyed no doubt by the tone of this editorial. Lieber discussed the report favorably in an unsigned article entitled "Facts not to be forgotten," which he promptly submitted to the editor. But it was not printed in the next issue of the weekly—on making inquiry, he was told that it had been "crowded out." "Imagine an article on Boutwell's report, written by the chief of the Archive Office, crowded out!" exploded Lieber to Ruggles.[171] The editor found place for the article the following week.[172]

Lieber refrained in his article from mentioning the Archive Office, doubtless because he had been denied permission by the Secretary of War to use the materials in his custody for publication purposes. But he made the most of the opportunity afforded by Boutwell's report based on these materials. He smote the Southern leaders hip and thigh. They were responsible for the assassination of Lincoln and the cruel treament of Union prisoners. Lack of direct proof did not trouble Lieber—the attitude of the Confederates was sufficient in his eyes to condemn them. In his words: "Davis and Benjamin, and the other Richmond officials, did not express any abhorrence when the offer was made to assassinate Lincoln, Seward, Stanton, Prentice, Greeley, and other vile enemies—whom there was no obligation to abstain from assassinating, inasmuch as they had dared to attack rebels of super-human excellence." Lieber pictured in contrast the "pure-minded Lincoln" who would have rejected such a proposition in the same spirit that Lord St. Vincent rejected an offer to assassinate Napoleon.

Transfer of certain Material from Lieber's Custody

Considering the circumstances in which tons of records and other material were shipped from the South and deposited in the Archives Office, it is not surprising that Lieber and his staff of clerks found items which for one reason or another did not belong there. According to a list in the files of the Archive Office, entitled "Property and papers turned over to other Departments and to Individuals," 49 such items were transferred elsewhere during the period 1865 to 1881. Of these, nineteen items were thus transferred in 1865, 1866, and 1867.

The Confederate records and other material transferred elsewhere

[171] Aug. 11, 1866, Correspondence of Francis Lieber, vol. 2.

[172] *Nation,* Aug. 16, 1866, p. 132-133. Davis was not brought to trial for either murder or treason. See Roy Franklin Nichols, "United States vs. Jefferson Davis, 1865-1869, "*American Historical Review,* XXXI (Jan., 1926), 266-284.

during Lieber's custodianship fall into two groups: those transferred to Federal Departments, and those returned to private individuals. Mention is made in passing of some records of the 13th Army Corps, U. S. Army, which were brought to the Archive Office in September 1865 and later removed. In reporting the arrival of these records to his father, Norman said he hoped it indicated an intention to deposit in the Archive Office the "archives of our own disbanded or discontinued commands."[173] The "perfectness" of the Archive Office would thus be enhanced, he indicated. Lieber was no less pleased. Writing joyfully to Halleck from New York he said: "Having recently received some boxes with the papers of disbanded army corps, it appears that this Office is to be that of General American War Archives—a very good idea."[174] Two months later the Liebers learned of their mistake. On Nov. 9 Norman wrote to Townsend to suggest that the Union discontinued command records be turned over to the Archive Office, as the 13th Corps records were already there.[175] The next day Lieber was directed to send these errant records to the "record rooms" of the Adjutant General's Office on Z St.—they had been sent to the Archive Office "through mistake."[176] Lieber complied immediately.

In his instruction to Lieber, Townsend mentioned several groups of records that ought not to remain in the Archive Office. Among these were Confederate bonds and paper money. Lieber held similar views in regard to this material. As early as Sept. 1, 1865 he reported to Stanton the finding of paper money "some time ago" in the trunks of Jefferson Davis and General Beauregard.[177] The Secretary of the Treasury had promised to confer with the Secretary of War in regard to the disposition of the money, he continued, but no word had come from him. That very day was found a number of tin boxes, filled with Louisiana bonds in the amount of several millions. Lieber had no safe place to keep the money. Declaring his inability to be responsible for it, he asked the Secretary to name some person to whom he could deliver it and other money that might be unpacked. Two weeks later he again requested instructions of the Secretary.[178] In the meantime Norman had posed the same problem to the Adjutant General.[179] Finally, on October 23, 1865, a certain amount of Louisiana State Bonds, Louisiana

[173] Sept. 6, 1865, Archive Office, Letters sent, p. 18-19.
[174] Sept. 10, 1865, Perry, *op. cit.*, p. 360.
[175] Archive Office, Letters sent, p. 91.
[176] Samuel Breck to Lieber, Nov. 10, 1865, Archive Office, Letters received, A12 (receipt enclosed).
[177] Archive Office, Letters sent, p. 9.
[178] Sept. 15, 1865, *ibid.*, p. 33.
[179] Letter to Townsend, Sept. 5, 1865, *ibid.*, p. 115.

State Bank Notes, and Confederate Bonds was turned over by the Archive Office to the Treasury Department.[180]

The remainder of the Confederate money was not removed from the Archive Office until 1867. Under date of March 14, 1867 Secretary Stanton issued the following order: "Lt. Col. Lieber, U.S.A. in charge of the Rebel Archives, will turn over to General Ketchum, Receiver for the War Department, all the Rebel Treasury Bonds, and any other Property of a similar description, such as Bank-bills, notes &c in his possession, taking proper receipts for the same."[181] Norman immediately asked the Quartermaster General's Office to provide a wagon and two or three men for the transfer of the bonds.[182] The following day Ketchum gave his receipt for one box of "Rebel Bonds" and 22 boxes of "Rebel money."[183] On May 31, 1867, he sent another receipt, dated April 14, 1867, for $3,969,369.30 in Confederate funds.[184] At last Lieber was freed of the money incubus which had rested upon him so many months.

During his examination of the Confederate mail bags placed in the Archive Office, Norman Lieber discovered two containing old United States mail. He sent the first one to Townsend and the second to the Postmaster General.[185] Nothing was done for several months about the records of the Confederate Post-Office Department except to start the process of classifying them. Then, on March 14, 1866, the Postmaster General requested the Secretary of War to send to his Department "all papers, books &c relating to Post Offices in the late rebellious states, which may have been received by the War Department."[186] The request was referred to the Archive Office. Norman Lieber returned it with the statement that not all the voluminous papers of the Confederate Post Office had yet been "examined and classified."[187] But Stanton ruled on March 15, as follows: "Let all the Post office papers whether classified or not be turned over to the Postmaster General."[188] Lieber gave "direction to put them up in boxes," and they were transferred by the end of the month.[189] On July 17, 1866 the Postmaster General gave

[180] Archive Office, Letters received, S31.

[181] *Ibid.*, W41.

[182] Letter to Maj. Gen. D. H. Rusker, Mar. 14, 1867, Archive Office, Letters sent, p. 281.

[183] Mar. 15, 1867, Archive Office, Letters received, K10.

[184] See Lieber to W. Scott Ketchum, June 1, 1867, Archive Office, Letters sent, p. 294.

[185] Norman Lieber to Townsend, Sept. 9, 1865, *ibid.*, p. 24; to Postmaster General, Sept. 11, *ibid.*, p. 25; Lieber to Stanton, Sept. 15, *ibid.*, p. 34.

[186] Archive Office, Letters received, W20.

[187] *Ibid.*, endorsement.

[188] *Ibid.* endorsement.

[189] Lieber to Stanton, Mar. 15, 1866, Archive Office, Letters sent, p. 147; receipt of the Acting Third Assistant Postmaster General, Mar. 27, 1866, Archive Office, Letters received, P8.

Lieber his receipt for two boxes of "U.S. stamped envelopes found among archives of the late Rebel Government."[190]

The year 1866 also witnessed action in regard to the transfer of certain North Carolina court records from the Archive Office. In compliance with orders of the Secretary of War, Norman on Feb. 10 sent to the Attorney General's Office "the records of the U. S. & C. S. District Court for the District of Cape Fear," receipt of which was acknowledged five days later.[191] The following month Lieber reported to Stanton the completion of this transfer.[192] At the same time he mentioned other papers in his custody, namely, records of the Circuit Court, District of North Carolina, and of the District Court, District of Pamlico, North Carolina, and letters of the governors of North Carolina. Townsend in Stanton's name directed that the court records "be turned over" to the Attorney General.[193] The letters of the Confederate governors of North Carolina, he continued, were to be retained in the Archive Office, but "any other books or documents prior to the rebellion" could be turned over to the agent of the Governor of North Carolina. Lieber informed the Attorney General of his orders; the Attorney General answered a week later that he was ready to receive the records; and on March 30, 1866 the records were transferred.[194]

Lesser items removed from the Archive Office included one box of Confederate blankets (Aug., 1865), four bound volumes of General Orders issued by the Adjutant General's office from 1826 to 1856 (Oct., 1865), seven copies of Confederate Statutes at Large (Nov., 1865), and three boxes of nautical instruments (Jan., 1866).[195]

In October 1865 two boxes of records of the Orange and Alexandria Railroad were turned over to its treasurer and one box of books to the U.S. Christian Commission.[196] The following month Col. M. H. Wright, formerly attached to the Confederate Ordnance Department, obtained from the Archive Office a note book and a few private letters of his.[197] Gen. Jno. P. Slough aided him to do this.

In another year Stanton relented so far as to return to General Beauregard some of his personal effects. On Nov. 6, 1866 Townsend directed Lieber in the name of the Secretary of War to deliver the

[190] *Ibid.*, P8.
[191] J. A. Rowland, private secretary, to Norman Lieber, Feb. 15, 1866, *ibid.*, A16.
[192] Mar. 17, 1866, Archive Office, Letters sent, p. 148.
[193] Mar. 19, 1866, Archive Office, Letters received, A17.
[194] Lieber to Speed, Mar. 21, 1866, Archive Office, Letters sent, p. 150; Speed to Lieber, Mar. 29, Archive Office, Letters received, A22; receipt for records, Mar. 30, *Ibid.*, A6.
[195] *Ibid.*, W1, A9; Letters sent, p. 99; Letters received, N5.
[196] *Ibid.*, M19, S3.
[197] *Ibid.*, M18.

property of Beauregard in his possession (as listed in an inventory furnished by Lieber on Nov. 2) to the Adams Express Company for transmission to Maj. Gen. Sheridan in New Orleans.[198] Beauregard signed a receipt for his property on Nov. 15.[199] But he did not receive everything belonging to him—the watchful Chief of the Archive Office had retained nine packages of his letters.[200]

Conclusion

If Lincoln had lived, Jefferson Davis would probably have gone his way unmolested. And the Confederate records, in comparison with Union discontinued command records, might have been neglected for a considerable time. General Orders No. 60 directed that "all" command records, unless required at department headquarters, be "immediately" forwarded to the Adjutant General's Office. It was neither inclusive nor urgent with respect to captured records.[201] Art. 3 reads: "Officers who come in command of places captured from the enemy, will collect and forward to this office any papers left behind by the rebels which may be of public use or interest." Commanding officers could in consequence ignore Confederate records entirely, if they chose to do so. General Ord in Richmond did so choose.

The assassination had the effect of raising the Confederate records to the same level of importance as those of the discontinued commands. In fact Stanton for a time regarded them as of higher importance. He ordered that every piece of paper be sent to Washington immediately. Moreover, he placed a public figure in charge of a special unit to examine and arrange 499 boxes of captured papers. The records of 2,165 discontinued commands, consisting of 3,353 boxes, received in contrast only routine attention in the Adjutant General's Office.[202]

Lieber was a "natural" to head the Archive Office. Granting his partisanship to which he undoubtedly owed his appointment, one may well ask whether the Confederate records suffered under his care. Would a mild, disinterested scholar (if such existed in 1865) have done a better job of unpacking, arranging, servicing, and protecting the records? Probably not. Fault might be found with Lieber's sustained efforts to produce evidence on which to condemn Jefferson Davis and other "rebels." Opinion in 1946 is not what it was in 1865. Yet Lieber clearly had in mind other objectives as well. He sought to fill gaps in

[198] *Ibid.*, A42.

[199] Sheridan to Townsend, Nov. 16, 1866, Adjutant's Office, Letters received, 1521, S1865.

[200] Lieber to Townsend, Nov. 2, 1866, private, *ibid.;* no press copy of this letter in Archive Office, Letters sent.

[201] As late as Sept. 15, 1865, Lieber did not know that General Orders No. 60 had been issued. See his letter to Townsend of that date, Archive Office, Letters sent, p. 31.

[202] *Report of Secretary of War, with Accompanying Papers* (Washington, 1866) p. 83.

the records and to add materials, including newspapers, to the holdings of the Archive Office. At the same time he did not regard every manuscript already in custody as precious—he boldly advocated the disposal of masses of disordered papers, which did not warrant the time and expense required to put them under control. Some of his ideas bear pondering today.

The Lamination Process
A British View[1]

There can be no doubt of the author's enthusiasm for this radically new material and new process. I confess I regard both with considerable misgiving. To begin with, they differ fundamentally from the use of silk and new repairing paper, applied with flour paste. In the old method (and this should go in capital letters) NOTHING IS DONE THAT CANNOT BE UNDONE. If the silk or paper or paste or the repairing work is unsatisfactory the work can be done again: immediately, or in the future; the document does not suffer. On the other hand, the process of grouting the cellulose acetate sheeting into the decayed paper is a drastic operation. To what extent can it be undone? It would be possible, presumably, to remove the cellulose acetate by means of a solvent such as acetone; but would the document, fragile before the melting foil was forced into its tissues and then dissolved out, would the document be then in a state to bear witness to anything but its rigorous treatment?

For what guarantee is there of the permanence of the qualities of the new material: that with the passage of time, its transparency will not be marred by discoloration and its flexibility give way to brittleness? The author's confidence in the 'high degree of permanence' of this recent product of the new Plastics Industry, with its highly complicated chemical formula, is based, presumably, on the outcome of the tests enumerated in the National Bureau of Standards publication *Protection of Documents with Cellulose Acetate Sheeting* (by B. W. Scribner, 1941). The stability test used there was the 'accelerated ageing' test of heating the 'laminated' documents for 72 hours at a temperature of 100° C. It is a severe test—of the resistance of the foil to heat over a considerable period. But can the resistance to heat be taken as a measure of the stability of the material over, say, a century, or two centuries?

One of the earliest paper volumes in the Public Record Office is the Black Prince's Register for the years 1346-1348. It is in very good condition to-day, but I doubt very much if it would have put up a convincing performance if the Prince's Council had subjected the paper to the temperature of boiling water for half a week before deciding to use this new medium to chronicle its official activities. Nor, on the other hand, can I bring myself to believe that the foil that is impressed at a comparable temperature, and passes satisfactorily the

[1] Excerpt from Mr. D. L. Evans' review of Mrs. Adelaide Minogue's *The Repair and Preservation of Records,* reprinted from British Records Association, Technical Section. *Bulletin Number 18,* (October 1945) *Pp. 10-14,* with amendments by the author and by permission of the Association.

laboratory test, is certain to retain its plasticity and achromatic quality for six centuries, three or even one hundred years. Doubt as to the permanent retention of these qualities is, to me, a more serious matter than the admission that the treated papers 'cannot stand rough treatment, any more than other papers, for laminated documents will tear' (p. 35).

Lamination has, I believe, been used extensively for preserving newspapers. And were I the owner of a copy of 'The Times' of June 22, 1815, giving the Duke's dispatch dated at Waterloo on June 19, I would be prepared to prolong its life, if it was in need of protection, by having it laminated. But I could not agree to submitting to the same process the War Office record covering the musters during the same memorable summer of the Dolgelly Company of the Merionethshire Volunteers for their two-day manœuvres in the foothills of Cader Idris; for this is a unique record, and its preservation should not be put in jeopardy.

And what of the document immured for ever between these shining walls? For the patient, and not the brilliant treatment, remains our prime concern. Its state of decay and brittleness may have been due to accident or conditions of storage; on the other hand, the cause of deterioration may be inherent in the paper or the ink. 'It has been recognised by chemists for a number of years that acidity in paper is the chief cause of brittleness found in many documents.' And again: 'Acidity, if allowed to remain, not only continues the destruction of the paper, but contaminates and weakens any cellulose material used to strengthen it.' I quote from the article in THE AMERICAN ARCHIVIST for July, 1943, by Mr. W. J. Barrow of the Virginia State Library. Mr. Barrow is an enthusiastic advocate of lamination (and has developed a less expensive lamination machine), and is critical of the 'silking process' mentioned earlier in this review. 'Documents,' he maintains, 'should be treated for acidity before restoration by any method is attempted.' There is no evidence that this point of view is accepted at the National Archives, and it is pertinent to ask what is their attitude to Mr. Barrow's warning. His pre-lamination treatment consists of passing the document through solutions, firstly, of calcium hydroxide (that is, of slaked lime, forming lime water) to neutralize the acidity; and then of calcium bicarbonate. These processes naturally take time, but can they with safety be omitted before the document is finally excluded from any neutralizing treatment?[2]

In this discussion of frail and damaged paper documents which it is our business to preserve, we have drawn attention to what we hold to be the fundamental error of employing a new treatment of unproved stability in a process of repair that is practically irreversible and irrevocable; albeit, a process that can deal with a large number of documents rapidly and with

[2] About a year ago American dry-cleaners found it expedient to run a series of advertisements warning their customers not to store rayon garments in the paper sacks in which they were returned because of the danger of discoloration of the fabric and weakening of its fibers. This chemical interaction between the sulphur content of paper and the cellulose in rayon cloth points up Mr. Barrow's advice to neutralize the acid content of paper before laminating it with cellulose acetate.—THE EDITOR

a minimum of skilled staff; and one which, while the covering medium remains unaffected, protects the document from excessive humidity or dryness, and from attack by insects.

But let us now put ourselves in more familiar surroundings and in the place of custodians of very large accumulations of documents that are deteriorating because they

(a) were made of inferior paper, good paper being at the time unobtainable; or

(b) have been damaged by fire and water (as a result, possibly of enemy action).

Of documents damaged by fire, it is the edge and margin, exposed to air and flame, that suffers most; it is partly charred and brittle, and breaks away when handled: likewise, it is the edge of a poor paper that first becomes brittle and yellow. The obvious remedy is to frame the documents with new paper of 'record' quality. That, however, is admittedly a skilled job and a slow one. What is the custodian to do with many thousands of scorched documents relating, perhaps, to the *personnel* of one of the Services, frequently consulted and worthy of permanent preservation? Must he wait until he can command the services of a number of skilled repairers? Is the process adopted at the National Archives the only alternative solution? It appears to be so at the moment; unless the 'plastics industry,' from which we are encouraged to expect so much, can provide us with a transparent protective sheeting and adhesive easily applied without heat or great pressure; and removable, if unsatisfactory, without difficulty or risk of damage to the document.

Getting Things Done!

By WALTER M. McDOWELL

Systems Division, Remington Rand Inc.

SOME time prior to 1900 a bank in the City of New York decided to buy a card ledger. This was a radical departure in those days of the Boston Ledger, and you may be sure that the decision to abandon books for cards was not reached without the approval of the bank's directors. The salesman who persuaded the bank to make this purchase from Library Bureau had initiative and resourcefulness. He needed these qualities, because the bank officials soon realized that they were confronted with the sizeable task of heading thousands of new ledger cards and transferring balances. Although no service organization was in existence at that time, the salesman acted upon impulse and advanced the suggestion, "Why not let Library Bureau do it for you?" Much to the surprise of this young man, the bank promptly accepted his offer and Library Bureau was thereby launched upon a career of service to American business. Without attempting to draw any inference, it should be noted that this enterprising young salesman later became President of Library Bureau, and did much to foster and promote the development of a wide variety of services in the field of indexing and filing.

Old-timers tell us that this first experience in the role of contractor for the installation of a business record was carried through to the complete satisfaction of the bank officers. It may well be imagined that Library Bureau's costs on that first job were somewhat disheartening, and proved conclusively the necessity for placing record installation responsibility in the hands of trained indexing personnel. The realization of this fact called for executive decision and official action, but it was not until several years later that the Board of Directors authorized the creation of what has now become the Records Analysis & Installation Department of Remington Rand Inc.

In the fifty-odd years of its business life this department has witnessed tremendous growth in the application of mechanical devices to the use of business records; yet the fundamentals of those records, and the reference needs of business have not changed. Ledgers still carry debits, credits and balances; but nimble-fingered and much more attrac-

tive "bookkeepers" now deftly speed posting operations, or with equal dexterity file invoice copies in equipment that requires no posting of accounts receivable ledger records.

Officials, executives and chief clerks still call on the file clerk for correspondence and other business records that may later be found under a pile of papers on the desk of the man who is sure he sent them to the file. These human tendencies continue although there is available for the modern file department too, a variety of equipment, devices, and systems to better control the errant mind of man, which alone seems to remain unchanged in a changing business world. Our predecessors struggled with spindle files, magazine files and similar crude devices designed primarily for the storage of papers, and for a time felt that their problems were solved with the advent of flat filing. This improvement was soon out-grown and vertical filing, with numeric folders and a card or book index, enjoyed several years of popularity. The modern filing cabinet, sleek and smooth, in dignified gray finish, now may be equipped with an equally attractive set of index guides, clearly printed and significantly colored, with captions that may be modified at will to meet the changing needs of the user. Printed and tabbed cards to control the circulation of records removed for reference, and appropriate forms to control the indexing of secondary names or subjects are available from stock. Ingenious sorting devices provide convenient access to material waiting to be filled.

The office equipment industry has created for the public need a vast number of other important improvements for the housing, protection, filing, control and productive use of the essential records of business. Less tangible, but in many respects equally important, is the organization and training of special personnel for analyzing, installing, reconditioning or reorganizing file and record systems. The idea of such a service took form and came into active existence more than fifty years ago. Its growth was slow, but it grew steadily on a solid foundation of accomplished results. It was evident from the start that skill and knowledge, plus experience, would add up to the ability to get things done. "Getting Things Done" has always been our objective as well as our purpose.

The most important evidence of success in accomplishing this objective may be found in thousands of better planned, more skillfully installed systems. Further evidence appears in the fact that annual volume now runs into six figures as more customers discover that a one-time investment for results of a professional character pays dividends that cannot be realized through amateur effort.

Records Analysis and Installation activities are conducted through

two distinct but closely associated operating departments, with personnel experienced in the study of file and record conditions, and familiar with business practice and procedures. The larger of these is the Records Installation Department, in which more than 100 Field Supervisors direct the work of numerous assistants, or personally put into effect plans previously made in conference with the Department Manager. Such plans frequently include consultation with the customer, and with our sales representative or analyst.

The Records Analysis Department is composed of those whose indexing and installation experience has shown that they have unusual analytical ability. In addition to the ability to secure facts, the Analyst must be capable of using the study of methods, procedures and reference use, to determine upon the best plan of approach to the solution of the problem. This, in turn, calls for a thorough working knowledge of good business practice, methods, systems and procedure, and the equipment and supplies appropriate to the requirement. Our sales representatives are capable of analyzing all usual requirements, but conditions are sometimes encountered which call for a survey that would take more time or demand a more extensive analysis than the Sales Department is prepared to undertake. It is at this juncture that the Analyst is equipped to take over and endeavor to work out the problem in co-operation with the Sales Department and the customer.

It is considered wise to restrict analysis activity to a specific objective. This may be a particular department, or a specific file or record. This is desirable because management decision can be secured more readily on such a basis, and because it is difficult for most organizations to assimilate too many changes at one time. Many worthwhile projects have suffered, or have been abandoned entirely because too much was attempted in one move. There are some projects that must be considered as a whole, but often more can be accomplished by dealing with one thing at a time.

The scope and extent of the record problems encountered are apparently without limit. To those engaged in this work it would seem that every known government and business office has, at some time, called upon us to assist in the study of its files and records. Our files contain hundreds of "case histories" on small business organizations but there are thousands more for the larger organizations and for City, County, State and Federal Government Departments. Record problems of somewhat similar character are found in many of the numerous departments of the several states. In recent memory are such departments as Motor Vehicle, Compensation Insurance, Welfare, Public Works and Buildings, Adjutant General, State Police, Alcoholic Beverage Control,

Waterways, Teachers' Retirement, Secretary of State and even the Executive Office of a well known Governor.

The analysis reports that preceded many of these installations covered specific problems similar to those we are accustomed to dealing with in commercial and industrial organizations; in banks, insurance companies, public utilities, etc. Requisition and Order Procedure, Contract Records, Purchase Records, Vendor and Price Records, Catalog Files, Contract Files and similar vital records are as important to government authorities as they are to business. Establishing a decimal classification for a Board of Education, or reorganizing a state department subject file, brings to the user the same important benefits that may be realized by any business firm. A Teachers' Retirement Record may have its counterpart in the visible personnel record of an oil company or a shipyard.

Our work at times consists of installing a single record or file, or it may involve a combination of centralized or co-ordinated records for which plans have been worked out by our Systems Sales technicians. Frequently the victim of an inadequate system realizes that there must be a better way, and calls upon us to make a study and submit ideas and recommendations. Our procedure in such cases is to make an examination of existing conditions, including an analysis of procedure, methods, reference use, activity and other pertinent factors. The basic facts are reduced to writing, often in the form of a chart supported by a report. When charts are practicable, columnar arrangement provides an orderly presentation of factual information that helps the customer to visualize our findings. Recommendations are briefed on the chart, and amplified where necessary in the report.

Some time ago we were asked to look into the files of a Secretary of State. Under the plan then existing, documents pertaining to the incorporation of foreign and domestic corporations doing business in the state were folded and placed in envelopes by year in which the papers were filed, with the result that related papers could be brought together only by search in many different places. These document envelopes, housed in three separate basement vaults, were so inaccessible and so inadequately indexed that delays of a week or more were frequently experienced by lawyers and others who had occasion to seek information.

Our recommendation, in brief, called for centralization of related records; the documents within the folder to be classified under such headings as Incorporation, Stock Issues, Annual Reports, Changes of Officers, Correspondence, etc. Supplementing this file a visible record

was recommended to carry in digest form such information as Change of Officers, Stock Issues, Payment of Fees, etc. Documents pertaining to defunct companies were to be weeded out and filed separately in alphabetic sequence. These comparatively simple recommendations merely illustrate the common sense treatment which so often will solve the annoying lack of organization, or method, that retards the operation of a public office or a private business. Hours, or even days, wasted in needless search can and should be devoted to more useful pursuits.

Much time and thought has been devoted to the question of inactive records, and a great deal has been written on Records Retirement, or Retention, Disposal, Destruction, etc. We had occasion several years ago to make a detailed study of this subject for a utility whose operations extended over many locations. The survey required the full time of five Analysts for nearly a year. The report submitted was a revelation to the management. Printed forms serving an identical purpose in different localities were of entirely different card or paper stock, in a variety of sizes and colors. Methods of housing and indexing varied according to the ideas of local management. The active life of the same record differed too, and no uniform practice was followed in determining when, where and how to transfer inactive material. Space-saving microfilm was used hardly at all. Often the less essential records were filed in insulated equipment, while vital records were exposed to fire hazards in ordinary steel files.

Our survey disclosed these facts, and resulted in a report and exhibits which included a sample of each form in use or in existence, with an accompanying digest on its use, purpose, quantity, active life, the retention schedule established by Federal Power Commission regulations, and the schedule under the regulations of the Utilities Commission of the State. In this instance the decision in regard to retention was governed largely by the requirements of the utility commissions, but it was not considered wise to follow those regulations blindly. Some of the records were ordered destroyed, others were reduced to microfilm and many were transferred to insulated filing equipment. The final decisions were made by the legal department, subject, however, to the decision of operating departments who might wish to retain certain record information beyond the legal requirement. In deciding upon a retention program it is necessary to consider both the legal requirement and the usefulness of the record to the operating departments of the organization. The analyst can produce the information from the files for the consideration of the executives, and can make

recommendations based upon her study and experience, thus providing a concise summary of facts for executive decision.

The time required for the completion of a contract depends upon the nature and extent of the work, and upon the available working space. An audit, or the installation of a small record may require only a few days, but the reconditioning of a large card index, or the organizing of a centralized file or record system may take months to complete. Our longest single contract lasted 7 years, and brought about a complete reorganization of several index departments in the home office of one of the largest indemnity insurance companies.

Several years ago a well known life insurance company in the Middle West authorized certain changes we had recommended in its Mortgage Department. The desired reorganization was completed on schedule, with results so favorable that we were asked to do a similar piece of work for another department. This was followed by still another, and then by more departments, until five years had passed and practically all departmental files had been revised, weeded out and brought into shape to give better service.

These were unusually long-term contracts performed by one or two individuals. More frequently large numbers of service personnel can be concentrated on a job to get it done in a relatively short time. Not many years ago we made an installation of Centralized Customer Records for a utility company with over 500,000 active accounts. This installation included the Redistricting of the meter reading routes, a new meter sheet for each meter location, a Service Record and Service Investigation Report system, consisting of three forms for each meter location, a Customer History and Deposit Record to be filed by name of customer, and two meter cards (one for meter test purposes, the other a meter history record) for each meter owned by the utility company.

In addition to the planning and organizing necessary for this job, our contract included the typing and checking of pertinent account information on each of 5,240,000 printed forms, and the sorting, arranging and filing of these forms in visible equipment. A portion of these records was available and in use within two months, and the entire job was completed in thirteen months with a staff of 10 Supervisors and 130 clerical assistants.

The manifold details peculiar to file and record service activities usually are not apparent to the uninitiated, but they are part of the daily life of the experienced Supervisor, Indexer or Analyst. It may be interesting to note that individual experience averages close to 10 years,

and that each is engaged on approximately five different types of contract per year.

A wise man once said that these services represent the crystallized experience of all the companies we have served. It might also be said that in the Analyst, Supervisor, or Indexer who undertakes the task there must exist the composite personality of a woman with knowledge, resourcefulness, tact and ability.

Sponsored and supported by adequate corporate responsibility, these services are today the most effective means of getting things done.

The Parchment Stretcher at the Maryland Hall of Records

By GUST SKORDAS

Maryland Hall of Records

THE parchment stretcher at the Hall of Records at Annapolis is a device for removing wrinkles and creases from parchments, particularly those which are too large to be placed in a press. The purpose of the device is not, as the name implies, to stretch parchments, but simply to flatten them. The term "stretcher" is used, because the fundamental principle of the device is the application of constant and even tension to the parchment while it is in the presence of sufficient humidity to make it soft and pliable without actually being wet.

The parchment stretcher consists mainly of two wooden frames lying in a horizontal position one above the other and supported on four wooden legs. The frames resemble storm windows without the glass panes. They are about 40″ x 50″ and are made of ¾″ x 1¾″ cypress. A lattice work of string is stretched across each frame by means of brass screws set about two inches apart in the outer edge of the frame. The lower frame rests upon and is bolted to angle irons which are fastened to the legs. It is so located that a distance of three inches separates it from the upper frame which is flush with the tops of the legs. Angle irons also support the upper frame, but the bolts which run through it into the angle irons are used merely to prevent it from sliding. No nuts are used in order that the frame may be easily removed. Long iron rods run between the legs of the stretcher in order to reinforce it. The upper row of rods serves another purpose as well. A square of half-inch minnow netting is suspended from the rods by means of wire hooks so that it lies midway between the two frames.

The first step in preparing to flatten a parchment is to remove the top frame. A large piece of oil or wax paper is laid upon the lattice work of strings strung across the lower frame. A damp white blotter, approximately the size of the parchment, is centered upon the paper and is completely covered by another piece of oil paper. A third piece of oil paper is laid upon the minnow netting and the parchment is opened up and laid flat upon it. A row of three inch spring-type paper clips is

fastened to the four outer edges of the parchment as close together as they will go. The lips of the clips are covered with wide rubber bands to avoid bringing the metal in contact with the parchment which, of course, would leave rust marks. After all the clips have been applied, a wire hook, to which is attached a length of string with an eight ounce sinker at the other end is hooked into the upper eye of each clip. The string is strung along the netting and over the nearest iron rod in such a fashion that the sinker is suspended several inches above the floor; thus exerting a constant pull upon the segment of the parchment to which it is attached. The sinkers should be applied in opposite pairs, preferably by two persons working together, so that the parchment will not be pulled out of shape .After all the sinkers have been fastened, another piece of oil paper is used to cover the parchment. The top frame is then put in place. A piece of oil paper is laid upon the strings, a damp blotter placed upon it and another piece of oil paper used to cover the blotter. Every other day the top blotter is sprinkled with water in order to renew its moisture content. This provides sufficient humidity to keep the parchment pliable and therefore it is not necessary to dampen the bottom blotter. The average parchment will take about three weeks to flatten, but naturally the time required will vary with the condition of the parchment.

It will readily be seen that this method of flattening parchments is very slow. However the average archival agency in this country does not have many parchments in its collection, and the lack of speed is no real inconvenience, especially since the demand on the operator's time is slight. If an agency should have a large number of parchments to treat, time may be saved by placing the smaller ones in a press using the same principle. A damp white blotter is sandwiched between two sheets of oil paper. The parchment is flattened out as well as possible upon the top sheet of oil paper. It in turn is covered by another damp blotter which is also housed within sheets of oil paper. The whole is placed between heavy gray chip boards. One or more such combinations may be placed between plywood boards. They are then placed in a press for about three hours. During this time, there is no pressure on the parchments other than the weight of the boards. At the end of the three hours, the parchments will have absorbed sufficient moisture to be pliable and easily handled. They are removed from the press smoothed out and placed between fresh sheets of oil paper and dry blotters. If the parchment has any seals on it, an extra blotter with holes cut into it to fit the seals should be slipped in between the upper blotter and oil paper. This will be sufficiently thick to protect the average seal, but sometimes two or more blotters may be needed. It is

also possible to remove the seals before beginning the treatment and replace them afterwards. This procedure is especially recommended where the seal is appended to the parchment by a ribbon rather than applied directly to the parchment.

With the seals thus protected, the parchments may be returned to the press and pressure applied. The following day, the blotters should be renewed again, but after that the parchments may remain in the press until the week is over when they should be thoroughly flattened. It is recommended however that they be inspected daily. Small parchments which are unusually wrinkled or which have unusually stubborn creases may be placed in the stretcher for a day or two or longer if necessary and then inserted in a press.

Both of the methods described above have proven highly successful at the Hall of Records. The advantages of the stretcher are (1) it can accommodate larger parchments (2) the seals do not have to be removed (3) the parchment can be easily inspected. The only disadvantage is the length of time required.

THE MARYLAND PARCHMENT STRETCHER

Records of the St. Paul Fire and Marine Insurance Company

By VERNIE H. WOLFSBERG

St. Paul Fire and Marine Insurance Co.

IS there a right time to enter into a business venture—or any other venture for that matter? Is there one set of circumstances which can be claimed to be more auspicious than another for such an undertaking?

There are those who might hesitate to risk a new investment or one of expansion in as an unsettled a period as that which the world is now facing. The year 1853, however, the year in which the *St. Paul Fire and Marine Insurance Company* was organized as the *St. Paul Mutual Insurance Company* of St. Paul, Minnesota, was just as doubtful a time for calculation, prediction and anticipation. In the words of the historians, Charles and Mary Beard, "Nothing was stable in the economy of the United States or in the moral sentiments associated with its diversities." The year 1853 occurred in that period of tremendous industrial expansion which was the result of the steady decrease in the area of virgin soil available to farmers and planters. It found itself caught in that time of insurmountable conflicting interests which finally led to the conflict between the North and South.

I am wondering, therefore, if the answer does not lie in the comforting fact that leaders have been found in every age, every period, every generation and that their ability to make an impression upon the conditions of the era is as great as the influence of that set of circumstances which dominates their time.

The early settlers came up the river to St. Paul from neighboring states and from many of those in the East; they came from Canada and from lands beyond the sea. Sometimes they came all the way by boat and at others part of the journey was made overland, on foot through the wilderness. They brought little with them. Among those hardy pioneers who had the courage to settle in an outpost community such as was St. Paul were the seventeen organizers of the *St. Paul Fire and Marine.*

These founders of the "St. Paul" proved themselves to be of that company who are equipped to rise above the difficulties and frustrations

of their time, even in such a primitive community as was St. Paul. They were, as is always true of men of vision and action, not participants in but one venture, but in many. Most of them were associated with successful business activities, were holders of public offices or were practicing attorneys of reputation when they banded together to form the *St. Paul Fire and Marine*. They were men who took an active part in the affairs of the community—economic, social, and political. They were such men as Henry Mower Rice, who, while a sutler at Fort Atkinson, participated in many treaties for the ceding of land by the Indians, who went to the Congress of the United States as a representative of Minnesota territory and commanded the respect of men of letters and culture. There was Alexander Ramsey who was appointed the first governor of the territory, and Auguste Louis Larpenteur who made history as well as his grandfather—who was a friend and admirer of Napoleon Bonaparte—by driving the first spike when St. Paul was surveyed, by being the father of the first white child born in the town, by assisting in the election of the first delegate to Congress. And among these men was Alexander Wilkin, the Company's first president, who organized the first company of the first regiment of the Minnesota volunteers.

It is safe to say then that with such men, and thirteen more like them, the "St. Paul" received an auspicious start as a pioneer in an enterprising business in a frontier country. But one wonders, how, in addition to facing the conditions of the country as a whole, they had the courage to initiate such a tremendous undertaking in a buoyant, noisy, unorganized community as was Minnesota territory, where scenes changed as rapidly as those of a nervously manipulated kaleidoscope.

For at any time of day one of these men might have looked from the windows of the few stores, hotel, or William H. Forbes' trading post hugging the banks of mighty Mississippi to witness a scene which might have made it necessary for him to change an opinion recently formed. Or by glancing from the windows of any one of the few houses straggling up the hill, he could have easily decided that he must reverse a decision.

Such scenes might have consisted of nothing more than a group hurrying up from the wharf where a steamboat had just docked, new arrivals who would materially increase the settlement's population. Or at another time the object which met one's eye might have been none other than a Red River cart in town on a trading trip, mired in a muddy street. Then again it could have been a fur trader with important news, all the way from Prairie du Chien, cold from his trip on the ice up the river. At still another, the Indians peering curiously through

windows or doors to watch the white men at work might have been disturbing. Or the noise of a skirmish could have made one rush out to discover that the sister of the famous Indian "Old Bets" had just been killed on the corner opposite to the one on which the *St. Paul Fire and Marine* subsequently built its first building. Such fights as this, which ended in the Williams H. Forbes' trading post, were not uncommon and could have been more disastrous had fire ensued.

There were not only things to see, however, but others to hear, just as stimulating, just as tension bearing, involving as many decisions. In the news which filtered through to St. Paul was word, for instance, of a thriving settlement in western Canada called the Red River settlement. This especially, attracted the attention of the officers of the "St. Paul," who subsequently, in 1866, made the historic decision to appoint an agent to that thriving community, thus committing their Company to become a pioneer not only in Minnesota but in that part of Canada which later became known as Winnipeg. The story is still to be found in a worn and wrinkled copy of *The Nor'-Wester,* a frontier newspaper. In bold face type, the amazing advertisement fairly shouted the good tidings to the outpost—the good news of protection to be bought for a minor consideration. The originally worded announcement signed by the agent, read, in keeping with the informal air which the settlers breathed:

> The Undersigned has been appointed sole agent for this Settlement for the above Company and is now prepared to take risks at the most reasonable rates on DWELLINGS, STORES, WAREHOUSES, CHURCHES . . . This is a "bona-fide" company, the Directors and Stockholders of which are many of them personally known to the settlers and businessmen of Red River, as men of first class business capacity, and well known integrity, who would not willingly or knowingly embark on any ficticious or humbug enterprise.

Though the "St. Paul" began with the writing of fire insurance, and though it wrote that in only one state, its home state of Minnesota, for thirteen years, it began to expand shortly after its incorporation as the *St. Paul Fire and Marine Insurance Company* in 1865. With its increased capital of $500,000, it first expanded the writing of fire insurance into neighboring states, and then in 1872 with such further expansion, it also began writing inland marine insurance. From that time the expansion in lines of insurance kept pace with the expansion of territory. New coverages were added—and are still being added as the increasing complexity of living demands them. In just ninety-two years, then, the "St. Paul" has grown from the company writing in only one state to one writing all over the world; from one writing only

fire insurance to one covering almost every emergency; from one with a capital of $100,000 to one of $10,000,000; from one company to one with two subsidiaries, the *Mercury Insurance Company* and the *St. Paul-Mercury Insurance Company*. But this growth was not one of simply adding coverages. As the Company pioneered in a frontier country, so it did in the protection which it offered. The "St. Paul" is known for being the first American company to write, among other lines, hail, personal property floater, and false arrest and malicious prosecution insurance. It is one of the ten largest insurance companies—of those writing fire and marine and allied lines—in the United States, and the largest between Philadelphia and the Pacific Coast. Surely this may be recorded an unusual achievement—to have builded so well, to have laid such a firm foundation in a community of the wilderness, a farming and lumbering community, remote from the industrial and financial centers of the country.

The question which has come up more often than any other regarding the organization of the Company concerns the chartering of a company to write marine insurance in a country which was just emerging from a wilderness, far from the coast in every direction. The answer is the Mississippi River. There were no railroads into Minnesota in the middle of the nineteenth century; all travel, all transportation was by river except that on foot or in Red River carts. It is interesting to speculate on such a phenomenon. Perhaps the early settlers worried over their ability to replace supplies should they become lost or destroyed in transit. But more than likely, the "St. Paul's" early underwriters sensed the possibility of such a contingency first, and saw in it the possible advantages to their business of insurance as well as the value to the community. Still more possible, the captain of some boat, or a business correspondent, no doubt, told them that the companies "down East" were writing this insurance, as well as insurance on the boats themselves. In either event, the *St. Paul Fire and Marine's* first marine business in those early days consisted of inland marine business, and today, though the Company is one of the big writers of ocean marine insurance, it ranks with the four largest in its volume of inland marine writings.

It is impossible to give a detailed history of the *St. Paul Fire and Marine* in a paper of this length, but it is also impossible to omit recital of its excellent performance in two periods of great distress.

At the time of the great Chicago conflagration in 1871, the *St. Paul Fire and Marine* was one of the first companies to pay its losses in full. To be able to do this was as great a source of satisfaction to the Company as to its policyholders in the devastated city. For such prompt

payment not only contributed to the rebuilding of the city, it not only brought comfort and hope to the people, but it established the stability of the "St. Paul" beyond question. This performance was repeated in 1906, at the time of the San Francisco earthquake. And even though the havoc of that catastrophe was more complete, even though the losses were greater, the "St. Paul" not only paid them in full, in the amount of $1,230,000, but was again one of the first companies to do so. So again their ability to pay promptly not only contributed to the rehabilitation of the community, but earned the Company an enviable reputation throughout the Pacific Northwest.

As the Company grew, it was necessary, of course, to change its methods of keeping records from time to time. Further, it must be realized that all methods now in use were adopted because it was decided that they would best serve, not one, but three companies, the "St. Paul" and its two subsidiaries. In addition, it must be remembered that many of the systems in operation are peculiar to the business of insurance.

As some understanding of the anatomy of the "St. Paul" and its two subsidiaries will be helpful in following a discussion of these methods and systems, a skeleton outline is included here.

ST. PAUL FIRE AND MARINE INSURANCE COMPANY

Fire Department
- Underwriting department
- Auditing department
- Loss department

Automobile Department
- Underwriting department
- Auditing department
- Loss department

Marine Department
- Underwriting department
- Auditing department
- Loss department

One Central Filing department serves all departments for expirations.

MERCURY INSURANCE COMPANY

Its arrangements of departments follows that of the "St. Paul" exactly.

ST. PAUL-MERCURY INDEMNITY COMPANY

Automobile Department
Bond Department
Casualty Department
Personal Accident Department

One Auditing and one Claim department serves all three departments.

One Central Filing department serves all departments for expirations.
The Mail Room and the Impaired Record department serve the three companies.

All of the Companies' mail is sorted in one department known as the mail room. It is sorted by companies, departments and certain individuals within the various departments, including the Impaired Record department.

The Impaired Record department contains cards showing adverse information of about five hundred thousand doubtful persons and organizations which might affect their desirability as assureds. These cards are procured from many sources such as other home offices and various commercial bureaus. A code system called "Soundex" is employed for the filing of them instead of the more usual alphabetic method. This system groups together in one place all names which are pronounced alike. Errors in spelling, faulty pronunciation, illegible handwriting and many other factors may produce many variations of names which if filed alphabetically would be widely separated and much time and work would be necessary to make a thorough search. That is, the given name and address on a daily report—might agree with that of a card in file while the spelling of the surname might not. Thus, with "Soundex," there being only one place to look because this system automatically brings all spellings of a name together, the discrepancy would be detected and the record revealed.

If a clerk were filing "Burk" alphabetically this card might be placed hundreds of cards away from "Birk," but with the code system, it is mechanically grouped with all the variations of the family name "Burk," in one place. Some of the many similar spellings are listed.

Berck	Birke	Buhrke
Bercke	Borck	Burck
Berk	Bork	Buerck
Birck	Bourk	Burke
Birk	Bourke	Burque

Practically all new business (with the exception of tornado, hail and some grain dailies) and renewals which come into the office each day go through the Impaired Record department. Fire department dailies are taken directly from the Mail Room and pass through the "Impaired Record" before going to the entry clerks. Automobile, Casualty and Bond department business comes to the "Impaired Record" in the form of abstracts which have been made up from the original dailies in the respective departments. Marine dailies are checked there after being entered in their own department.

In this department fire dailies are checked for the fire records of the prospective assureds, that is as to whether such persons have fire records. Has she had a number of small careless fires, has he a reputation for arson? This is done by making a search of that section of the fire cards in which the name codes. This is done in order to check up not only on the assured, but also to find any of his family who may have had records. The reason for this is that many persons who are themselves unable to obtain insurance on their property because of their unfavorable record try to overcome this obstacle by having the policy written in the name of some other member of the family who has no record. Where a section is too long to warrant taking the time which would be required to make a complete search, a notation "too many" is made on the daily to inform the examiner that because of the great number of cards in the section in which this family name appears, a search has been made only in the name of the assured.

Their checking finished, the "impaired records girls" turn the dailies over to the entry clerks. These clerks—each one of whom has been assigned to handle certain work of a designated state or states—take turns in sorting them, seeing to it that each clerk receives those dailies for which he will be held responsible. When sorted, each clerk examines those of his particular territory for premiums and commercial ratings and passes them on to his examiner. After the examiner determines whether they are acceptable according to prescribed standards, he gives them to his mapper or mappers, who have also been allocated certain states, and who must ascertain whether or not the Company has as much insurance as it can carry on certain coverages in specified locations.

Each mapper has maps for the states in his territory. These maps are two feet by two feet two, showing streets, alleys and buildings unless the community is too small to have made such a survey profitable. These maps also show type of construction, exposure, congestion, water mains and hydrants. After classifying any risk which the Company assumes, and placing any reinsurance necessary, the mapper makes a notation of it in pencil on the map in its exact location. Such notation is made in pencil so that it may be erased should the policy be cancelled or fail in renewal at date of expiration. This forms a very interesting and efficient record, the most individual one employed in the whole institution. It gives an accurate picture to the Home Office of any fire which might occur on the property which has been mapped. It also takes but a few minutes to discover anything anyone may wish to know about any of these fire risks.

To record the risks in those districts or communities for which no

maps are available, an index card system is employed, and all risks are noted as to town, township and county. If the county is a very large one, they are also indexed by roads, section and range. These cards show as complete a record as do the maps as to location, policy number, amount, type of liability, and expiration date, lacking only the visual aid of the mapping method. And with the maps, these cards form a complete record of every fire risk assumed by the Company.

When the daily reports leave the mappers' hands, they are ready for entering—a procedure adopted for purposes of bookkeeping—and go back to the entry clerks for this purpose, and for filing.

They are filed alphabetically by states, within that classification by cities, which in turn is broken down into an arrangement by agencies and daily report numbers, and they remain so filed until date of expiration. Each one of these segregations is important to the underwriting department for they correspond exactly to the information of the mapping record.

At expiration date, the clerks remove the dailies from the files, make certain notations and take them to a central filing department where they are kept for a certain period. There are clerks in this department who file this expired material, but by month of expiration and within that designation alphabetically by states. For if an expired daily report is needed, the expiration date can be easily ascertained, and the number of expired dailies each month by state are not so numerous but that it would take less time to thumb through them than to expend the effort of filing them according to the current files.

The only material excepted from this method of filing are the loss vouchers which are filed by voucher number just as they are in the current files of the various loss departments, where they are kept as long as the individual departments can arrange space for them. But, as with the growth of the business these expiration files are requiring more and more space, the present method may be discarded entirely in the near future and a microfilm system installed to replace it. For not only are the expired fire dailies filed here, but those of all coverages.

Expiration dates are ascertained once each month by consulting the registers. This is done by the time that expiration notices are written for use of the agents throughout the country.

The Company also has a system for the disposal of obsolete records which has been quite minutely worked out as to class of insurance. The daily reports are filed for from one to seven years after date of expiration. This is also true of the claim jackets and loss vouchers; they are kept for from one to seven years following payment of claim. For instance, no disposals are made from the liability claim files for

seven years unless the claimant is a minor, then they are retained until two years after he has reached his majority. The nature of the coverage governs the period of retention of all records.

It has been interesting for us to note that when it has been necessary for us to refer to our transfer files, it has been for the purpose of replying to some query from the outside—never for our own interest.

The dailies, or abstracts of the dailies, of the other companies and other departments are also checked, as has been said, in the Impaired Record department. For these coverages it is necessary to check for honesty or undesirable reputation of any kind. These dailies, and abstracts, are also taken by the "impaired record girls" when they have completed their checking, to the various departments. In these departments the system is somewhat less complicated than in the Fire department as there are no mappers. In the Marine department examination and entry work is completed before dailies are sent to the "impaired record." In the Automobile department and those departments of the "Indemnity" Company, the dailies are entered and abstracted first. The department examination and work of the Impaired Record department are carried on simultaneously as the examination is made from the dailies, while the "impaired record" works from the abstracts. So when the marine dailies and auto and indemnity abstracts are returned to their respective departments, there is nothing more to be done with them but to see that they are properly filed. The methods of final disposal and filing are essentially the same in all departments.

The only other department in addition to the Impaired Record department and that of the expiration files which serves all companies, all departments, and maintains a central filing system is the statistical department. Its procedure is also interesting.

The accounting is done on I.B.M. tabulating machines which veritably achieve the impossible. The information achieved and kept in this department is so complete that the cards which have been punched by the girls on the key punch machines can be sorted and resorted to produce figures by class, agency, and state. In fact, they can be sorted to show any detail or combined to show any aggregate. These cards are sorted for filing as to company or department, which is broken down, first, as to premiums, return premiums and reinsurance, then by states and finally by major class of coverage. At the end of each month, after they have been tabulated to produce certain information, these cards are resorted and filed by state and individual class within their main classification of premiums, return premiums and reinsurance. There is, however, a little more detail connected with the filing of the loss cards. In addition to being filed by state and class, the cards for

outstanding losses are filed by claim numbers and kept on a daily current basis. That is, cards are removed and filed each day as any adjustments or reappraisals are made on a particular loss. This enables the tabulation department to determine at any time a total amount of the outstanding losses.

Thus far it has been found expedient to permit each of three major divisions of the institution to devise the method for the filing of their own correspondence, that is, as to whether their needs are best served by a central filing system or by files for each one of their departments. This really appears to be a logical solution for the problems of each division differ from those of the others.

The Marine department, serving both the *St. Paul Fire and Marine* and the *Mercury Insurance Companies* has found a central filing system for serving officers, underwriters, auditors and adjusters to be extremely efficient. The section devoted to fire insurance and that to automobile and indemnity coverages have preferred to operate several filing systems. This decision is particularly understandable for the automobile, casualty, and bond department, for together they not only serve the "St. Paul" and "Mercury" but the *St. Paul-Mercury Indemnity Company*. They also write more classes of insurance than either the marine or the fire departments. One set of files serves the underwriters of automobile and casualty departments; the underwriters of the bond department, however, have felt the need of their own file because of the very individual nature of their business, and the same is true of the personal accident department. The loss and the auditing departments, serving all four of the underwriting departments, operate only one set of files each. The fire department also operates three sets of files, one for the underwriters who serve both the "St. Paul" and "Mercury," one for the auditors and one for the adjusters. The methods of filing for each set of files, however, is the same—all correspondence is filed as are the daily reports, alphabetically by states, which segregation is then broken down by cities, agencies, and daily report numbers. No need has as yet been felt for a more detailed system involving the use of subject headings. It is simple to detect the correspondence of each of the three companies as the "St. Paul" uses white for the original letter with white second sheets, the "Mercury" uses grey with blue second sheets, and the "Indemnity," lemon with pink second sheets.

There are several departments which have not been included in this resume of methods for the reason that their records are used by them alone and are, therefore, not correlated with any other department or with the Company's business as a whole. Also, some files are main-

tained for officers on especially designated subjects in the library. The library itself serves the entire office and all books have been catalogued and classified according to library methods, for which an expansion of the Dewey Decimal system has been used.

Because the methods described above have been found efficient for the keeping of the records of the *St. Paul Fire and Marine* and its two subsidiary companies, it does not follow that they will continue to be adequate. As they have been changed and revised in the past, it is safe to say that so they will be in the future. There is nothing more important than that a business which is constantly having to adjust itself to the increasing demands and new situations of a complicated and critical era maintain an elastic point of view and state of mind. As the *St. Paul Fire and Marine Insurance Company* began, so it continues, ninety-two years later, confident in a period just as unsettled, yet realizing that they must be prepared, now as then, to meet new contingencies and make decisions to bridge the unexpected.

GLOSSARY

Abstract ..... As used in this paper, a summary of important and essential points contained in the daily report.

Claim department ..... *See* Loss department

Coverage ..... In insurance practice, it is used synonymously with the words "insurance" or "protection". It is what the company promises to do for the policyholder under the terms of the policy.

Daily report

Daily (dailies) ..... A blank which an agent fills out and returns to the Company daily, and consists of a copy of the insurance policy written by the agent.

Entry clerk ..... Clerks who sort, check and enter daily reports in a given territory which may consist of one or more states.

I.B.M. ..... A trade name, International Business Machines—Tabulating machines used in statistical departments for obtaining any statistical material. Results are achieved by tabulating cards which have been punched on key punch machines.

Key punch machine ..... A machine on which an operator punches cards according to code, to tabulate vital information.

Loss (Claim) departments	The *St. Paul-Mercury Indemnity* refers to that department which reviews and satisfies claims for losses as their "Claim department", while the "St. Paul" and "Mercury" use the designation "Loss department".
Personal property floater	Covering all risks to personal property, wherever located—at home or abroad.
Risk	May refer to the subject matter insured or the chance or hazard of loss.
Underwriting department	The department of underwriters.
Underwriters	To the underwriter belongs the function of selecting those risks that will yield a profit.

The Archivist's Book Shelf

RICHARD G. WOOD, Editor

The National Archives

Books on Genealogy

Searching for Your Ancestors, by Gilbert Harry Doane. (New York. McGraw-Hill Book Co., 1937. Pp. xiv, 252. $2.50.)

An excellent introduction to genealogy, this book describes the best sources for genealogical research. It acquaints the reader with the genealogical library, town records, cemetery inscriptions, county records including wills and deeds, church records, and Federal records such as pension files and census schedules. It contains diversified bibliographies of the key genealogical publications. Finally, it has sections devoted to the calendar, the arrangement of a genealogy, obsolete terminology used to denote relationship in colonial times, origins of emigrants from England and coats of arms.

A Century of Population Growth From the First Census of the United States to the Twelfth, by S. N. D. North, Bureau of the Census. (Washington. Government Printing Office, 1909. Pp. viii, 303. Out of print.)

This general population study contains three features of special interest to the genealogist. Among numerous maps showing boundary changes is a series of maps which depicts seventeen eastern (and genealogically significant) states with the county lines of 1900 superimposed upon those of 1790. Secondly, lists give minor civil divisions of these states in 1790. Thirdly, a list of all surnames in the United States which were represented by at least 100 individuals in 1790 shows the distribution of the families by state and the various spellings under each name.

Genealogy as Pastime and Profession, by Donald Lines Jacobus. (New Haven. Tuttle, Morehouse and Taylor Co., 1930. Pp. 136. Out of print.)

This treatise, by the dean of American genealogists, deals with many special phases of genealogy. It gives sage advice for one contemplating genealogy as a career and discusses methods to be used in compiling a family genealogy. It is best to be remembered for the emphasis it gives on the importance of critical thinking in studying genealogical problems and in analyzing printed compilations.

American and English Genealogies in the Library of Congress, by the Library of Congress. (Washington. Government Printing Office, 1919. 2nd. ed. Pp. iv, 1332. Out of print.)

The latest edition of this catalogue of genealogies is now hopelessly out of date because of the plethora of genealogies published since World War I. Nevertheless its relative completeness, its detailed listings, and its cross references combine to make it superior to similar publications that have come after it. Like the 1932 *Index to Genealogical Periodicals* by Jacobus, which is supplemented only by annual listings in *The American Genealogist*, its only failing is that it has not been brought up to date.

National Archives

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WRITINGS ON ARCHIVES AND MANUSCRIPTS

JULY, 1945-JUNE, 1946

This bibliography is the fourth compiled under the supervision of the Society's Committee on Archival Bibliography by Karl L. Trever and Mary Jane Christopher of the National Archives staff. It assembles for convenient reference, in classified form, a record of the literature relating to archives and manuscripts that was issued during the period stated above. Some few items issued prior to July 1, 1945, are included, however, because they could not be entered in earlier compilations for one reason or another. Unpublished items, edited documents, publications in microfilm, library and historical reports devoting but a few lines to a recapitulation of manuscript accessions, and items appearing in news notes, unless unusually extensive or significant, are not included. To avoid repetition, the articles published in *Archivnoe Delo*, 1940-1941, and listed by Olga Paul in the *American Archivist*, 9: 252-254 (July, 1946) are not entered.

The list of headings used in this bibliography is reproduced here for the convenience of the reader:

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I. GENERAL LITERATURE

1. AMERICAN HISTORICAL ASSOCIATION. Guide to the American historical review, 1895-1945; a subject-classified, explanatory bibliography of the articles, notes and suggestions, and documents. Washington, 1945. [228 p.] Published as part 2 of volume 1 of the Association's *Annual report* for 1944, the *Guide* lists articles on archives and the publication of historical material on p. 88-91.
2. AMERICAN UNIVERSITY. SCHOOL OF SOCIAL SCIENCES AND PUBLIC AFFAIRS. A select list of writings on phases of archives administration, April 1942 to May 1946. Washington, 1946. 10 p. This list is intended to supplement, for use in American University classes, the *Select references on phases of archival ad-*

ministration, compiled by Solon J. Buck and Ernst Posner and published in May 1942 as *Staff information circular* No. 12, of the National Archives.

3. BUCK, SOLON J. What are archives? *Weston's record*, Vol. 20, No. 2, p. 4-5 (1945). Excerpts from a paper read before the Literary Society of Washington, D.C., by the Archivist of the United States.
4. CRITTENDEN, CHRISTOPHER. The state archivist looks to the future. *American archivist*, 8: 185-193 (July, 1945). A discussion of the nature and obligations of the office of state archivist in which the author views critically the past accomplishments of his profession and urges archivists to take a more vital role in state administration.
5. NÚÑEZ DE CEPEDA Y ORTEGA, MARCELO. Elementos de archivología, paleografía y diplomatica. Pamplona, 1943. [177 p.]
6. PECKHAM, HOWARD H. Has the state historical society library a place? *Library journal*, 71: 320-323 (Mar. 1, 1946). This article sets forth several guiding principles in the collection and preservation of historical manuscripts. Particular stress is laid on the library's obligation to care for and service the records of the historical society itself.
7. POSNER, ERNST. Drei Vorträge zum Archivwesen der Gegenwart. Stockholm, Alb. Bonniers Boktryckeri, 1940. 75 p. These lectures, delivered before the staff of the Royal Swedish State Archives, deal with (1) Archival administration in the United States, its development and problems; (2) the growth of German archival methods since World War I; and (3) the relationship between a central archival establishment and ministerial archives.
8. SHIPMAN, FRED W. Franklin Delano Roosevelt, 1882-1945. *American archivist*, 8: 229-232 (Oct., 1945). An appreciation of the late President as an amateur archivist and as an honorary member of the Society of American Archivists.
9. TREVER, KARL L. Local archives and the public library; a proposal for consideration by archivists and librarians. *Library journal*, 71: 301-304, 306 (Mar. 1, 1946). A discussion of the relationship of the public library to the problem of the preservation and use of local records.
10. U.S. NATIONAL ARCHIVES. Proposal for the establishment of a United Nations Archives. [Washington] 1945. 8 p. A significant analysis of the problems involved in the care, preservation, and use of records of international agencies that points to the need for a United Nations Archives.
11. WILSON, LOUIS R., and MAURICE F. TAUBER. The university library; its organization, administration and functions. Chicago, 1945. 570 p. In the chapter on "Special materials," consideration is given to problems involved in the acquisition, description, organization, and preservation of manuscripts and archival materials.
12. WRITINGS on archives and manuscripts, July, 1944-June, 1945. *American archivist*, 8: 292-311 (Oct., 1945).

II. FILING TECHNIQUES AND ADMINISTRATION OF CURRENT RECORDS

13. ANGARANO, GIOVANNINO. Tecnica archivistica (con illustrazione practica); manuale ad uso dell' archivista della pubblica amministrazione. Roma, Prof. P. Maglione-Editore, 1942. 189 p.
14. DENVER AND RIO GRANDE WESTERN RAILROAD. Preservation of records. [Denver] 1945. 82 p. (*Manual of procedures*, Sec. 15). This document furnishes introductory data on the nature of the company's records, its current records administration program, its policies and procedures with respect to the retention and

destruction of non-current records, the microfilming of records for preservation, and the reporting of records disposal. The major portion of the section, however, consists of "an index of forms and destruction of records data," which indicates the retention periods for form records as stipulated by the Interstate Commerce Commission and the Railroad itself.

15. HOLSTROM, J. E. Moot points in the filing of business papers. *Journal of documentation*, 2: 1-7 (June, 1946).
16. JEFFRIES, K. S. Filing practice in the civil service. *Journal of documentation*, 2: 10-16 (June, 1946). A discussion of British practice.
17. JAEGER, PAUL, of Essen. Die registratur, und anderes wissenswertes aus dem gebiet der büroorganisation; erfahrungen und beobachtungen eines alten praktikers. Stuttgart, C. E. Poeschel, 1942. [97 p.]
18. LEAHY, EMMETT J. The Navy's "record" in the Second World War. *American archivist*, 8: 233-240 (Oct., 1945). Describes the Navy's wartime experience in streamlining its records management procedures.
19. LINCOLN, HELEN B. Management of the record department. American Association of Medical Record Librarians, *Journal*, 17: 38-40 (Mar., 1946).
20. NORTON, MARGARET C. Keeping records and keeping them under control. *Weston's record*, Vol. 20, No. 2, p. 13-14, 16 (1945).
21. OGLESBY, ANN. Filing and preservation of war contract records. *Office management and equipment*, Vol. 7, No. 2, p. 40-42, 70 (Feb., 1946). An account of record practices of the Sperry Gyroscope Company as written by the files supervisor.
22. RANSHOFEN-WERTHEIMER, *The International Secretariat; a great experiment in international administration.* Washington, Carnegie Endowment, 1941. Appendix III, p. 451-463, includes Catherine Pastuhova's "The filing system of the Secretariat" a description of the organization of the League of Nations Registry and the classification and index schemes used by that service. This appendix is followed by rules for the approval and preparation of documents, p. 464-465.
23. SHAW, MARIAN. The indexing and filing of correspondence in the laboratories of J. Lyons and Co. Ltd., *Journal of documentation*, 2: 17-20 (June, 1946).
24. SPEAR, JOHN F. Filing. *Modern management*, 5: 18-22 (Nov., 1945).
25. STARK, MARIE C. Policy documentation in the War Production Board. *American archivist*, 9: 26-46 (Jan., 1946). An explanation of how and why, in WPB, the records retention program was so integrated with the history writing project as to facilitate and document the latter while retaining its own identity as the source material for future historians and researchers.
26. STARRY, L. J. Medical records—through an active record committee of the staff. *Hospital progress*, 26: 279-281 (Sept., 1945). Defines and explains the function of a record committee in relation to the hospital administrator and the record librarian.
27. UNITED NATIONS RELIEF AND REHABILITATION ADMINISTRATION. Records administration program. Washington, 1946. 5 p., forms.
28. U. S. ADJUTANT GENERAL'S OFFICE. Records administration. *Army regulations*, 15-15 (Sept., 1945).
29. U. S. ADJUTANT GENERAL'S OFFICE. RECORDS DIVISION. Bibliography of publications relating to records or the records administration program, 1943-1945 (War Department, Headquarters, ASF and AAF, and the Adjutant General's Office only). [Washington] 1946. 7 p. Intended to serve as Appendix III of a historical monograph entitled *War Department Records Administration Program, 1939-1945*, being prepared by Lt. Col. Wayne C. Grover.

30. U. S. Army Air Forces. Records administration: disposition of records. Washington, 1946. 69 p. (AAF *Manual* 80-0-1). Supplements and implements War Department *Technical Manual* 12-259 "to the extent necessary to apply its concept to records management and procedural problems peculiar to the AAF incident to the disposition of its records." Chapter headings include "Duties and responsibilities," "Records disposition schedules," "ASF records depots, War Department and AAF depositories," and "Retirement, special handling and disposal standards."
31. U. S. Civil Service Commission. Personnel Procedures and Records Project. First interim report, May 1, 1946; joint project of the Civil Service Commission and the Bureau of the Budget. [Washington] 1946. 64 p. Scheduled for completion by March, 1947, this project has for its purpose the simplification and standardization of personnel procedures and records of the Civil Service Commission and other federal agencies. Of particular interest is the proposal now under consideration, for adoption of a standard, transferable federal employee personnel folder.
32. U. S. Federal Security Agency. The why and how of your records inventory. [Washington] 1946. 8 p. Consists of instructions for completing the agency form AD-79, "Records inventory and appraisal."
33. U. S. Laws, Statutes, etc. A bill to provide for a special study of the standards or specifications for allocating positions in records administration and records management in the various departments and independent agencies. [Washington] 1946. 4 p. (79th Cong., 2d Sess., *H.R.* 7227.)
34. U. S. War Department. Military police records and forms. Washington, 1945. 34 p. (*Technical manual*, TM 19-250.) Supersedes 1944 edition.
35. U. S. War Department. Records administration: filing procedures. Washington, 1945. 62 p. (*Technical manual*, TM 12-258.) Topics treated include installing and maintaining planned files, how to choose a classification, preparation of papers for filing, file room service, lay out and maintenance, personnel training and assignment, rules for filing, and suggested arrangements for specialized types of files.
36. Weeks, Bertha M. Filing as a vocation. *Occupations*, 24: 79-83 (Nov., 1945).
37. Weeks, Bertha M. Setting up a filing system. *Office economist*, Vol. 28, No. 2, p. 8-9, 13 (June, 1946).
38. Welch, Ida. Central control to cure filing troubles. *American business*, 15: 30, 32, 44 (Aug., 1945).
39. Wilson, William J. Analysis of government records, an emerging profession. *Library quarterly*, 16: 1-19 (Jan., 1946).

See also No. 43, 67.

III. History, Organization, and Current Activities of Archival Agencies, Manuscript Depositories, and Related Organizations

A. United States in General and Federal Government

40. American Library Association. Archives and Libraries Committee. Report. American Library Association, *Bulletin*, 39: 368 (Oct. 15, 1945).
41. Buck, Solon J. The National Archives. *Americana annual; an encyclopedia of the events of 1945*. New York, 1946. p. 514-515.
42. Buck Solon J. The National Archives. *Bulletin des recherches historiques*, 51e: 69 (Jan.-Feb., 1945).

43. Interagency Records Administration Conference, *Washington, D.C.* Federal laws concerning records. [Washington] 1946. A panel discussion by Herman Kahn, National Archives, Linwood E. Donaldson, Agriculture Department, and Everett O. Alldredge, Navy Department.
44. Interagency Records Administration Conference, *Washington, D.C.* Membership list, June 1, 1946. [Washington] 1946. 12 p.
45. Irvine, Dallas. The archive office of the War Department: repository of captured Confederate archives, 1868-1881. *Military affairs*, 10: 93-111 (Spring, 1946). A paper read before the Society of American Archivists at Hartford, Conn., in 1942.
46. Josephson, Bertha E. The ninth annual meeting of the Society of American Archivists. *American archivist*, 9: 101-109 (Apr., 1946).
47. Society of American Archivists. Constitution. *American archivist*, 9:1-5 (Jan. 1946.)
48. U. S. Congress. House. Committee on Appropriations. Independent offices appropriation bill for 1947. Hearings . . . Washington, 1946. 1199 p. (79th Cong. 2d Sess.) For a statement concerning the activities of the National Archives see p. 599-633.
49. U. S. National Archives. Annual report of the archivist of the United States for the fiscal year ending June 30, 1945. Washington, 1946. 86 p.
50. U. S. National Archives. Annual report of the archivist of the United States as to the Franklin D. Roosevelt Library, Hyde Park, New York, for the fiscal year ending June 30, 1945. Washington, 1946. 14 p.

See also No. 7, 80, 105-107, 154, 203-204, 220.

B. State and Local

51. Colorado. State Historical Society. Division of State Archives. Annual report, 1944/45. Denver, 1945. 12 p. Also available in *Colorado magazine*, 23: 38-45 (Jan., 1946).
52. Derr, Marjorie H. Removal of the Capitol of West Virginia from Charleston to Wheeling, 1875. *West Virginia history*, 7: 312-331 (July, 1946).
53. Kelly, Maud M. Recent legislation concerning Alabama's public records. *Alabama historical quarterly*, 7: 77-82 (Spring, 1945).
54. Linglebach, William E. The Library of the American Philosophical Society. *William and Mary quarterly*, 3d Ser., 3: 48-69 (Jan., 1946). Archives and manuscripts collections are described on p. 63-67.
55. Maryland. Hall of Records. Annual report, 1944/45. Annapolis, 1946. 46 p.
56. Mississippi. Department of Archives and History. Biennial report, July 1, 1943 through June 30, 1945. Jackson, 1945. 30 p.
57. New York (State) University. Division of Archives and History. For solution of your public records problem: a central county records depository. Albany, 1946. 3 p. Proposes that a central county records depository would relieve county and town officials of worry about records accumulation, fire hazards, storage costs, and disposal problems. Includes, as Table 1, an "Onandaga County Records Survey, 1945."
58. Pennsylvania Federation of Historical Societies. Year book, 1944. Harrisburg, 1945. 102 p. Minutes and proceedings of the Federation's annual meeting include resolutions concerning archival buildings, dissemination of information concerning repair and preservation, and the collection of war records. Constituent societies and their holdings are listed.

59. PHILADELPHIA BIBLIOGRAPHICAL CENTER AND UNION LIBRARY CATALOGUE. Documentation on a regional basis; symposium on post-war activities. Philadelphia, 1944. 47 p. General projects discussed include a community laminating laboratory, coordination of microphotographic laboratories, and graduate instruction in documentation.
60. ROBINTON, HERMANN F. Shall counties store old town records? *American city*, 61: 108 (Mar., 1946).
61. ROSTER of state officials: Library (Archives and history). *Book of the states*, 6: 597-598 (1945).
62. SOUTH CAROLINA. HISTORICAL COMMISSION. Report, 1943/44-1944/45]. Columbia, 1944-45. 2 Vols.
63. U. S. VETERANS ADMINISTRATION. Custodians of public records. Washington, 1945. Looseleaf volume. A revision of a 1939 edition, containing information respecting the custodians of established records of births, marriages, divorces, and deaths in the several states and territories, as well as the extent and completeness of such records.
64. VIRGINIA. STATE LIBRARY, *Richmond*. Report for the year ending June 30, 1945. Richmond, 1945. 16 p. Includes the report of the Archives Division, p. 8-10.
65. VIRGINIA. UNIVERSITY LIBRARY. Fourteenth annual report on the historical collections, University of Virginia Library, for the year 1943-44. [Charlottesville] 1944. 50 p. An interesting analysis of the problems and techniques of collecting manuscript materials for a library. Topics discussed range from personal qualifications of the collector, to talking points for persuading owners to part with their manuscripts. Results of the University's collecting technique are reflected in the report of accessions September, 1943-June, 1944.
66. WROTH, LAWRENCE C. The first century of the John Carter Brown Library; a history with a guide to the collections. Providence, 1946. 88 p.

See also No. 92, 94, 157-158.

C. Foreign Countries

67. AUSTRALIA. NATIONAL LIBRARY. Circular memorandum for departmental records officers: information concerning forthcoming conference between departmental records officers and the National Library Archival Authority. Canberra, 1945. 4 p., forms.
68. AUSTRALIA. NATIONAL LIBRARY. Conference between departmental records officers and National Library Archival Authority: proceedings. Canberra, 1945. 4 p.
69. BASEL. SCHWEIZERISCHE WIRTSCHAFTSARCHIV. Bericht 36. des Schweizerischen Wirtschaftsarchivs in Basel für das Jahr 1945. [Basel, 1946] 13 p.
70. BINNS, KENNETH. [Recent archival activities in Australia.] *American archivist*, 9: 88-89 (Jan., 1946).
71. BRITISH RECORDS ASSOCIATION. Report of council, accounts and list of changes in members for the year ending 30 November, 1945. [London] 1945. 13 p. Includes brief statements concerning training of archivists and for the establishment of a repair school.
72. BRITISH RECORDS ASSOCIATION. RECORDS PRESERVATION SECTION. Report for the year 1944-45. [London] 1945. 6 p.
73. BRITISH RECORDS ASSOCIATION. TECHNICAL SECTION. Bulletin No. 18. London, 1945. 14 p. In addition to short articles on the treatment of records affected by insects and dampness, this bulletin contains an extended review of National Archives *Bulletin* No. 5, "Repair and Preservation of Records."

74. CANADA. ARCHIVES. Report for the year 1945. Ottawa, 1946. xlix, 200 p.

75. CUBA. ARCHIVO NACIONAL. Memoria correspondiente al año de 1945, con algunos datos historicos desde 1899 hasta la vigencia de la Ley numero 6 de 7 Mayo de 1942. La Habana, 1946. 84 p. (*Publicaciones X.*) Being the first annual report issued by the Archivo Nacional under the law of May 7, 1942, this volume covers the period 1942-1945. After briefly reviewing the history of the institution 1899-1942, Capt. Joaquín Llaverías, its director, discusses the activities of his staff in preserving, classifying, cataloging, and publishing official records and historical manuscripts, and describes the program for the training of archivists. Events connected with the dedication of the new building in September, 1944 are recalled.

76. DETAGLE, SALVADOR P. The reconstruction of lost and destroyed documents and records. [Manila, 1945] 72 p. A methodical treatment of Act 3110 of the Philippine legislature governing the reconstruction of lost and destroyed documents and private papers, court records and proceedings, deeds, conveyances and titles.

77. DONKER DUYVIS, F. The F.I.D. during the war. [The Hague, 1945] 3 p. A description of the activities of the International Federation for Documentation. Also available in *American archivist*, 9: 85-87 (Jan., 1946).

78. HAGUE. ARCHIEF DER GEMEENTE. Verslag van het Archief der gemeente 's-Gravenhage over het jaar 1944. The Hague, 1944. 5 p.

79. HILL, ROSCOE R. The National Archives of Latin America. Edited for the Joint Committee on Latin American Studies of the National Research Council, The American Council of Learned Societies, and the Social Science Research Council. Cambridge, Mass., 1945. 169 p. Dr. Hill's survey contains (1) a brief general account of the chief features of Latin American archives, their dates, their relation to the archives of the "mother" countries, their problems and their administration, as well as their history; (2) a survey of each national archive, in alphabetical order by names of country; and (3) a complete bibliography of publications of each agency and of available descriptive accounts of it.

80. HILL, ROSCOE R. Report on trip to Cuba, September 1944. Cuba. Archivo Nacional, *Boletin*, 43: 89-100 (Jan.-Dec. 1944. Published 1946.) The author and Dr. Buck travelled to Cuba in 1944 as representatives of the United States at the dedication of the new Cuban archives building. The issue of the *Boletin* containing this report is devoted in large part to matters pertaining to the dedication. It includes photographs of the new structure, of visiting archivists, and of the major ceremonies.

81. INDIA. HISTORICAL RECORDS COMMISSION. Proceedings of meetings, 21st, 1944. New Delhi, 1945. Of special interest are those sections devoted to the Regional Survey Committees set up in the provinces and Indian states, and the report on the post-war reorganization of archives offices and historical researches.

82. NETHERLANDS (KINGDOM, 1815-) Rijksarchief, The Hague. Verslagen omtrent's rijks oude archieven. 2d Ser., 13-15, 1940-1942. 's-Gravenhage, 1941-1944.

83. SOUTH AUSTRALIA. LIBRARIES BOARD. Annual report, July, 1944 to June, 1945. Adelaide, 1945. [5] p. In a brief section on archives, mention is made of the return of records sent into the country for safekeeping during the war.

84. SWEDEN. RIKSARKIVET. Meddelanden för år 1944. Stockholm, 1945. 64 p.

85. ZÜRICH. STAATSARCHIV. Jahresbericht für 1944, 1945. [Zürich, 1945, 1946] 2 Vols.

See also No. 7, 10, 22, 88.

IV. Buildings and Equipment for Archival and Manuscript Depositories

86. Burkhardt, A. W. A history of preservation of records and valuables. *Office appliances*, 83: 32-33 (Apr., 1946). A short statement on the evolution of the office safe.

V. Appraisal, Accessioning, and Disposal of Records and Historical Manuscripts

87. Allen, George E. A study: the liquidation of federal war agencies. Washington, 1945. 79 p. In this study prepared for the Executive Office of the President, the author includes recommendations on the disposition of records, p. 17-19.

88. Australia. National Library. Circular memorandum to non-service departments: disposal of records. Canberra, 1945. 1 p.

89. Bauer, G. Philip. The appraisal of current and recent records, with comments thereon by Herman Kahn. [Washington] 1946. 25 p. (National Archives, *Staff information circular* No. 13.) "The aim of this essay is to present a few considerations that commonly weigh with archival appraisers in judging the value of records; to arrange these considerations in an order that may suggest a methodical procedure; to point especially to the need for a boldly conceived and clearly defined policy of selection; and to provoke further discussion in the hope that it will either refine and improve upon the selective criteria here set forth or develop other criteria more sound and more suitable to the purpose."

90. Bourne, Frances T. Putting PAW to bed, or the records retirement program of PAW. *American archivist*, 9: 136-151 (April, 1946). An account of the records retirement program of the Petroleum Administration for War as completed by that agency with the cooperation of the National Archives. Also available as *Records administration circular* No. 8 of the National Archives.

91. Chicago Bureau of Filing and Indexing. Retention and preservation of records with destruction schedules. Chicago, 1946. 26 p. This manual sets forth for business concerns matters of general records policy and then presents in appendixes data on state limitations for civil actions, a form for listing records to be retained 6 months only, laws and government regulations on records preservation in business, a "tabulation of about 100 papers found in a normal business with length of time usually retained," and a short bibliography.

92. Dorweiler, Louis C. Jr. Storage of records in Minnesota. *American archivist*, 9: 128-131 (Apr., 1946). A brief discussion of the problem of records disposal in Minnesota with suggestions for the revision of laws and procedures now governing the arrangement and management of records in the state.

93. Gondos, Victor, Jr. Records retirement report: Selective Service System. Local board records. [Washington] 1945. 33 p. A detailed evaluation of the records and recommendations for their disposition by a records retirement supervisor in the War Records office, National Archives.

94. Hartzell, Karl D. Home front records of New York, 1940-1945: the problem of disposition. *American archivist*, 9: 152-160 (Apr., 1946). A description of the retirement program planned for New York State war records by the State War Council.

95. Immigration and Naturalization Service. Disposition of official records. Philadelphia, 1945. 10 p. (*Central office memorandum* No. 156.)

96. Interagency Records Administration Conference, *Washington, D.C.* Dis-

position of records in terminated agencies or activities. [Washington] 1945. 12 p. Speakers included Elliott Thompson, Budget Bureau, Ross Pope, Office of Censorship, and Victor Gondos, National Archives.

97. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, *Washington, D.C.* Establishment and retention of contract records. [Washington] 1946. 12 p. Speakers included Clifton E. Mack, Procurement Division, Capt. Kenneth Walker, Adjutant General's Office, and George Farrand, Office of Contract Settlement.

98. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, *Washington, D.C.* Retention and disposal of fiscal records. [Washington] 1945. 12 p. Panel discussion by John H. Dethman, Office of Price Administration, Allen Humphrey, General Accounting Office, and Clifford R. Barnes, Department of Agriculture.

99. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, *Washington, D.C.* Use, standardization, and disposition of the individual personnel record. [Washington] 1945. 13 p. Panel discussion by Kenneth B. Atkinson, Commerce Department, O. Glenn Stahl, Federal Security Agency, and Dan Lacy, National Archives. Annexed is a 3-page excerpt from *Training Manual* No. 3, issued by the Federal Security Agency, distributed to illustrate phases of Mr. Stahl's remarks.

100. OLIVER, PERRY M. The records retirement program. Immigration and naturalization service, *Monthly review*, 3: 322-324 (June, 1946). A review of accomplishments of the agency's program since 1942.

101. RETENTION of office records. *Filing bulletin*, Vol. 14, No. 2, p. 14 (Oct., 1945). Includes a list of business records recommended for permanent retention, and a list of those that must be retained during the period covered by the statute of limitations.

102. U. S. AGRICULTURE DEPARTMENT. PLANT AND OPERATIONS OFFICE. Disposition of official records; standard form records. [Washington] 1946. 42 p. (*Publication* No. 1 (rev.) Supp. 1.) This supplement is designed to serve as an authorization and guide for the disposition of standard form records of all types used by the Department. The basic manual on *Disposition of official records* was entered in the *Writings*, 1944/45.

103. U. S. FOREIGN ECONOMIC ADMINISTRATION. Records retirement and disposal program. Washington, 1945. 83 p. The primary objective of the FEA program dealing with records of high value as a source of economic information is to preserve such records as are of permanent value and to eliminate as soon as feasible those of temporary worth.

104. U. S. INTERSTATE COMMERCE COMMISSION. Regulations to govern the destruction of records of steam railroads prescribed . . . in accordance with Section 20 of the Interstate Commerce Act. Washington, 1945. 47 p.

105. U. S. NATIONAL ARCHIVES. The general accessioning policy of the National Archives. *American archivist*, 8: 265-268 (Oct., 1945). The text of National Archives *Official circular*, No. 46-25, dated August 22, 1945.

106. U. S. NATIONAL ARCHIVES COUNCIL. Regulations concerning the disposal of records promulgated on August 5, 1945. National Archives, *Annual report*, 1944/45, p. 53-54.

107. U. S. NATIONAL ARCHIVES COUNCIL. Resolution concerning the transfer of records to the National Archives adopted . . . on November 9, 1944. National Archives, *Annual report*, 1944/45, p. 52.

108. U. S. NAVY DEPARTMENT. ADMINISTRATIVE OFFICE. OFFICE METHODS BRANCH. United States Fleet, Aviation Squadron, records disposal instructions. [Washington] 1946. 16 p.

109. U. S. Navy Department. Administrative Office. Office Methods Branch. United States Fleet records disposal instructions. [Washington] 1946. 22 p.

110. U. S. War Department. Records administration: disposition of records. Washington, 1945. 74 p. (*Technical manual*, TM 12-259.) Chapters deal with the duties and responsibilities of departmental officials in relation to records, records disposition schedules, records depots and War Department depositories, and retirement, special handling and disposal standards. Appendixes include an address list of records depots and depositories, allocation to Service Command Depots, and references to directives and publications.

111. Weeks, Bertha. The retention and preservation of records. *Filing bulletin*, 14: 67-68 (May, 1946). Summary of a talk given by the director of the Chicago Bureau of Filing at the April meeting of the Chicago Filing Association.

112. Welch, Ida. Transferred files—how to take care of them. *American business*, 15: 16-17 (Oct., 1945).

See also No. 6, 14, 30, 53, 57, 60, 67-68, 181.

VI. Physical Preservation and Rehabilitation of Records and Historical Manuscripts

113. Broadman, Joseph. Cellulose acetate sheetings as used for the preservation of permanent records; a critical analysis. New York, 1946. 16 p. A restatement of the author's contention that lamination with cellulose acetate sheetings does not provide permanent preservation.

114. [Evans, D. L.] Review: the "Repair and Preservation of Records" by Adelaide E. Minogue. British Records Association. Technical Section, *Bulletin* No. 18, p. 8-14.

115. Minogue, Adelaide E. Flattening folded records. *Weston's record*, Vol. 21, No. 1, p. 5-7 (May, 1946). A shortened version of an article that appeared in the April, 1945, issue of the *American archivist*.

116. Minogue, Adelaide E. Treatment of fire and water damaged records. *American archivist*, 9: 17-25 (Jan., 1946). Also available as a National Archives *Publication*, 46-14.

117. Schneider, Albert H. Some practical suggestions regarding specifications for rebinding public records. *American archivist*, 9: 226-228 (July, 1946).

118. Schneider, Albert H. Splicing saves recopying damaged records. *Weston's record*, Vol. 21, No. 2, p. 4-5, 15 (1946).

119. U. S. Federal Fire Council. Manual of fire-loss prevention. 2d ed., rev. Washington, 1945. 162 p. Revised to cover improvements in the last 10 years in methods of preventing and controlling fires, this issue of the manual includes a section (p. 107-117) dealing with the protection of records and valuables.

120. Zamorano, Asuncion. La restauración de libros y documentos. *Cervantes*, Vol. 20, No. 3, p. 15-16 (agosto/dic., 1945).

See also No. 73, 198.

VII. Arrangement and Description of Records and Historical Manuscripts Including Published Finding Aids

A. General Discussions

121. Norton, Margaret C. Name indexes. *Illinois libraries*, 28:217-225 (Apr., 1946). The archivist of Illinois discusses this type of finding aid with particular reference to indexes created by the Illinois Archives.

B. United States in General and Federal Government

122. BETHEL, ELIZABETH. Early records of the War Department General Staff in the National Archives. *American archivist*, 8: 241-247 (Oct., 1945).

123. LEE, GUY A. The general records of the United States Department of Agriculture in the National Archives. *Agricultural history*, 19: 242-249 (Oct., 1945). A summary of National Archives, *Preliminary checklist of the records of the Secretary of Agriculture*, Washington, 1945.

124. MASTERSON, JAMES R. The records of the Washington Superintendency of Indian Affairs, 1853-1874. *Pacific northwest quarterly*, 37: 31-57 (Jan., 1946). A part of the introduction to a file microcopy of the Washington Superintendency records prepared in the National Archives.

125. ROBINTON, MADELINE R. An introduction to the papers of the New York Prize Court, 1861-1865. New York, 1945. 203 p.

126. THURBER, EVANGELINE. The 1890 census records of the veterans of the Union Army. National Genealogical Society, *Quarterly*, 34: 7-9 (Mar., 1946).

127. U. S. ADJUTANT GENERAL'S OFFICE. WAR DEPARTMENT RECORDS BRANCH. HISTORICAL RECORDS SECTION. Preliminary checklist of operational and historical records, European Theater of Operations. [Washington] 1946. 19 p. A description of the contents of the USFET Historical Section's tactical archives, recently received from its headquarters in St. Germain, France. The documents for the most part pertain only to operations of American, not Allied, military forces and consist of operational reports, combat interviews, histories, pre-invasion planning data, map library, photographs, publications, and miscellaneous historical documents.

128. U. S. ADJUTANT GENERAL'S OFFICE. WAR DEPARTMENT RECORDS BRANCH. RECORDS SECTION. Noncurrent record holdings of the War Department Records Branch, Records Division, AGO, as of 1 January 1946. [Washington] 1946. 132 p. The second revision of a list, originally issued under restrictions in December, 1944.

129. U. S. ARMY INDUSTRIAL COLLEGE. RESEARCH DEPARTMENT. National Archives records dealing with industrial mobilization. Washington, 1945. 27 p. Transcript of proceedings of a seminar, held December 21, 1945, at which Solon J. Buck, Edward G. Campbell, and Herman Kahn comprised the discussion panel.

130. U. S. LIBRARY OF CONGRESS. Annual reports: manuscripts. *Quarterly journal of current acquisitions*, 3: 36-49 (May, 1946). Until 1941, the annual report of the Division of Manuscripts was issued as a reprint from the *Annual report* of the Librarian of Congress. Between 1941 and 1943 manuscript accessions were covered quarterly in the *Journal*. This report represents a return to annual listing of acquisitions, but covers only the period April 1, 1945 to February 1, 1946.

131. U. S. LIBRARY OF CONGRESS. As atividades hispânicas da Biblioteca do Congresso, com um discurso por Archibald MacLeish. Washington, 1945. 39 p. (State Department. Central Translation Office, *Publication*, No. TC-218.) Includes a description of manuscript and map collections, p. 15-19. English and Spanish versions have also been issued.

132. U. S. LIBRARY OF CONGRESS. PHOTODUPLICATION SERVICE. Pictorial Americana; a select list of photographic negatives in the Prints and Photographs Division of the Library of Congress. Washington, 1945. 38 p.

133. U. S. LIBRARY OF CONGRESS. PRINTS AND PHOTOGRAPHS DIVISION. Index of microfilms, series A, Lots 1-1737. An alphabetical index to the principal subjects of

the first 100 reels of microfilm copies of documentary photographs, including the photographic survey of the United States produced under the direction of Roy E. Stryker for the Farm Security Administration and the Office of War Information in 1935-1943. [Washington] 1945. 26 p.

134. U. S. NATIONAL ARCHIVES. Index to General Land Office abandoned military reservations files 1822-1937. Compiled by Arthur Hecht and Lester W. Smith. [Washington, 1945] 28 p. (*Index* 1 (46-1).)

135. U. S. NATIONAL ARCHIVES. National Archives accessions No. 22-26. [Washington] 1945-1946. Supplements the *Guide to the material in the National Archives.* A consolidated list of accessions for the year is printed in each annual report of the agency.

136. U. S. NATIONAL ARCHIVES. Preliminary checklist of the records of the Attorney General's Advisory Committee on Crime 1934-1938. Compiled by Helen Beach. [Washington, 1946] 3 p. (*Preliminary checklist,* No. 38.)

137. U. S. NATIONAL ARCHIVES. Preliminary checklist of the records of the Boston Navy Yard 1811-1942. Compiled by Richard G. Wood. [Washington, 1946] 17 p. (*Preliminary checklist,* No. 40.)

138. U. S. NATIONAL ARCHIVES. Preliminary checklist of the records of the Bureau of Supplies and Accounts (Navy) 1885-1942. Compiled by James R. Masterson and Fred G. Halley. [Washington, 1946] 6 p. (*Preliminary checklist,* No. 41.)

139. U. S. NATIONAL ARCHIVES. Preliminary checklist of the general records of the Department of the Navy 1804-1944. Compiled by James R. Masterson. [Washington, 1945] 103 p. (*Preliminary checklist,* No. 31.)

140. U. S. NATIONAL ARCHIVES. Preliminary checklist of records of the Division of Insolvent National Banks of the Bureau of the Comptroller of the Currency 1865-1945. Compiled by Lyle J. Holverstott, Maxcy R. Dixon and J. Eric Maddox. [Washington, 1946] 14 p. (*Preliminary checklist,* No. 45.)

141. U. S. NATIONAL ARCHIVES. Preliminary checklist of the records of the Headquarters, American Expeditionary Forces 1917-1921. Compiled by Elizabeth Bethel. [Washington, 1946] 47 p. (*Preliminary checklist,* No. 35.)

142. U. S. NATIONAL ARCHIVES. Preliminary checklist of the records of the Industrial Incentive Division and the Navy Board for Production Awards 1941-1945. Compiled by Vivian D. Wiser. [Washington, 1946] 4 p. (*Preliminary checklist,* No. 36.)

143. U. S. NATIONAL ARCHIVES. Preliminary checklist of the records of the Military Government of Santo Domingo 1916-1924. Compiled by Lyman Hinckley. [Washington, 1945] 10 p. (*Preliminary checklist,* No. 27.)

144. U. S. NATIONAL ARCHIVES. Preliminary checklist of the records of the Naval Observatory 1840-1929. Compiled by Kenneth F. Bartlett and James R. Masterson. [Washington, 1946] 6 p. (*Preliminary checklist,* No. 42.)

145. U. S. NATIONAL ARCHIVES. Preliminary checklist of the records of the National Guard Bureau and its predecessors 1922-1941. Compiled by Lucy E. Weidman. [Washington, 1946] 3 p. (*Preliminary checklist,* No. 33.)

146. U. S. NATIONAL ARCHIVES. Preliminary checklist of the Naval Records Collection of the Office of Naval Records and Library 1775-1910. Compiled by James R. Masterson. [Washington, 1945] 149 p. (*Preliminary checklist,* No. 30.)

147. U. S. NATIONAL ARCHIVES. Preliminary checklist of the records of the Office of the Commissary General of Subsistence 1818-1912. Compiled by Roland C. McConnell. [Washington, 1946] 14 p. (*Preliminary checklist,* No. 34.)

148. U. S. NATIONAL ARCHIVES. Preliminary checklist of the records of the Office of

the Judge Advocate General (Navy) 1799-1943. Compiled by James R. Masterson. [Washington, 1945] 49 p. (*Preliminary checklist*, No. 32.)

149. U. S. NATIONAL ARCHIVES. Preliminary checklist of the records of the Office of the Secretary of War 1800-1942. Compiled by Lucille H. Pendell. [Washington, 1945] 34 p. (*Preliminary checklist*, No. 25.)

150. U. S. NATIONAL ARCHIVES. Preliminary checklist of the records of the Selective Service System 1917-1919. Compiled by Lucy E. Weidman. [Washington, 1945] 13 p. (*Preliminary checklist*, No. 26.)

151. U. S. NATIONAL ARCHIVES. Preliminary list of published and unpublished reports of the National Resources Planning Board 1933-1943. Compiled by Lester W. Smith. [Washington, 1946] 138 p. (*Special report*, No. 3.)

152. U. S. NATIONAL ARCHIVES. Your government's records in the National Archives. Washington, 1946. 81 p. A document designed to "put the National Archives and its vast store of records in a nutshell." It includes a condensed description of federal records, the pattern of their arrangement, and the uses to be made of them by government officials and others.

153. U. S. OFFICE OF CIVILIAN DEFENSE. Inventory of the records of the Office of Civilian Defense. Washington, 1945. 2 vols. Compiled in cooperation with the National Archives, the first volume includes an organization history of OCD, a description of the records of the National Office 1941-1945, a listing, unit by unit, of the Washington records "retained for permanent keeping" or "authorized for disposal," field office records disposition instructions, disposal statistics, and a bibliography. The second volume presents similar data for the regional offices of OCD.

154. WOOD, RICHARD G. An archivist looks at the Library of Congress. *American archivist*, 8: 248-253 (Oct., 1945). The report of a survey of the records of the Library of Congress.

See also No. 215.

C. State and Local

155. BABB, JAMES T. The Yale University Library: its early American collections. *William and Mary quarterly*, 3d Ser., 2: 397-401 (Oct., 1945). Manuscript collections are referred to on p. 398-399.

156. BRAGDON, HENRY W. The Woodrow Wilson collection. Princeton University. Library. *Chronicle*, 7: 7-18 (Nov., 1945). Describes a collection at Princeton University that includes manuscripts of Wilson's major writings and addresses, his letters to Robert Bridges, 1885-1919, and recently acquired Ray Stannard Baker papers pertaining to the Versailles Conference.

157. COLGATE UNIVERSITY, *Hamilton, N.Y.* The Samuel Colgate Baptist Historical Collection. Hamilton, N.Y., 1946. 11 p.

158. CORNELL UNIVERSITY. COLLECTION OF REGIONAL HISTORY. First report of the curator, 1942-1945. Ithaca, 1945. 56 p. A list of all manuscript collections acquired during the period covered by the report is printed, p. 15-35.

159. CUMMINGS, HUBERTIS. Items from the Morris family collection of Robert Morris papers. *Pennsylvania magazine of history and biography*, 70: 185-208 (Apr., 1946). Selected items printed in this issue are prefaced with a description of the collection, recently on loan to the Pennsylvania Department of Archives.

160. KING, GEORGE H., *Ed.* A survey of Stafford County records. *Virginia magazine of history and biography*, 53: [215]-218 (July, 1945). A report on the state of the records in the clerk's office made April, 1792 by Thomas Mountjoy and

Travers Daniel, Jr., as recorded in *Stafford County Scheme Book L & D*, page 261 ff, and now published by King with notes as to the present location of said records.

161. MARYLAND. HALL OF RECORDS. Indexes to original records at the Hall of Records. Annapolis, 1945. 3 p. (*Bulletin*, No. 7.)

162. MCCORMACK, HELEN G. A provisional guide to manuscripts in the South Carolina Historical Society. *South Carolina historical and genealogical magazine*, 46: 171-175; 214-217 (July, 1945, and Oct., 1945) and 47: 53-57 (Jan., 1946).

163. NEW YORK (CITY) PUBLIC LIBRARY. Manuscript Division accessions during 1945. New York Public Library, *Bulletin*, 50: 428-434 (May, 1946).

164. NUTE, GRACE L., *Ed.* Calendar of the American Fur Company's papers. Pt. 1, 1831-1840, Pt. 2, 1841-1849. Washington, 1945. (American Historical Association, *Annual report*, 1944, Vol. 2-3.) The final editing of this calendar, completed ten years ago in typed form through the financial cooperation of ten libraries and historical societies, was done by Miss Grace L. Nute of the Minnesota Historical Society. Most of the Fur Company's calendared papers are in the possession of the New York Historical Society.

165. PENNSYLVANIA. HISTORICAL SOCIETY. LIBRARY. Supplement to the "Guide to the manuscript collections in the Historical Society of Pennsylvania." *Pennsylvania magazine of history*, 70: 181-184 (Apr., 1946).

166. RUSH, CHARLES E., *Ed.* Library resources of the University of North Carolina; a summary of facilities for study and research. Chapel Hill, 1945. 264 p. Of particular interest is the chapter describing the Southern Historical Collection which is in reality the manuscript division of the library.

167. TREGLE, JOSEPH G., JR. The Josiah Stoddard Johnston papers. *Pennsylvania magazine of history and biography*, 69: 326-329 (Oct., 1945). A statement concerning some 5,000 items in the papers of a Southern political figure of the time of Henry Clay.

168. VAN DEUSEN, GLYNDON G. The Thurlow Weed Collection. University of Rochester. Library. *Bulletin*, 1: 21-25 (Feb., 1946).

169. WILCOX, SEB S. The Spanish archives of Laredo. *Southwestern historical quarterly*, 49: 341-360 (Jan., 1946). The history of these records is given and a picture of the growth of Laredo as reflected in them is given.

D. Foreign Countries

170. BRAZIL. ARCHIVO NACIONAL. SECCAO DE BIBLIOTECA E MAPOTECA. Catálogo dos mapas existentes na Biblioteca do Arquivo nacional; noticia apresentada à II Reuniao pan-americana de consulta sobre geografia e cartografia, realizada no Rio de Janeiro. Rio de Janeiro, 1944. 64 p.

171. BRUCE, WILLIAM J. The San Francisco UNCIO documents. *American archivist*, 9: 6-16 (Jan., 1946). A description of the origin, nature and use of the records of the United Nations Conference on International Organization, April 25 to June 26, 1945.

172. DAVIES, J. CONWAY. The records of the Church in Wales. Wales. National Library, *Journal*, 4: [1]-34 (Summer, 1945).

173. HISTORICAL manuscripts. London. University. Institute of Historical Research. *Bulletin*, 20: 50-[64] (Nov., 1943. Printed 1945.) In this section of the *Bulletin* are printed lists of historical manuscripts which have reached a presumably permanent home in the custody of some public or corporate body ("Accessions") and a select list of those recently offered for sale by booksellers or auctioneers or ascertained to be in private ownership ("Migrations").

174. JONES, EVANS D. The Ottley papers. National Library of Wales, *Journal*, 4: [61]-74 (Summer, 1945). A description of a collection of over 4,000 papers of the Ottley family for the period 1679-1740.

175. PERU. MINISTERIO DE HACIENDA. ARCHIVO HISTÓRICO. Catálogo de la sección republicana, 1821-1922. Lima, Perú, 1945. 314 p.

176. RUBINCAM, MILTON, ED. Materails in foreign archives for writing Pennsylvania history. Washington, 1945. 19 p. (*Junto monograph*, No. 1.) This material was originally published serially in the *Pennsylvanian*, organ of the Pennsylvania Historical Junto, Washington, D.C.

177. VEREENIGING VAN ARCHIVARISSEN IN NEDERLAND. Gids voor de archieven van gemeenten in waterschappen in Nederland. Grönigen, 1945. 88 p. This guide to the archives of municipalities and polder districts in the Netherlands, compiled under the direction of the Society of Archivists of the Netherlands, was issued in 2 parts, the first being published in 1942. The second part includes the title page, foreword, table of contents, and p. 53-88 of the entire guide.

VIII. APPLICATION OF PHOTOGRAPHIC PROCESSES TO WORK WITH RECORDS AND HISTORICAL MANUSCRIPTS

178. CORNWELL, WALLACE L. Record photography in industry. Boston, 1945. 23 p. (*Vocational and professional monographs*, No. 55.) The sales manager of the Photographic Records Division of Remington Rand, Inc., discusses the development of photography in industry, types of photographic record equipment, qualifications for operators of such equipment, and vocational opportunities for record photographers in industry.

179. DAVIS, WATSON. Next steps in microfilm. *Saturday review of literature*, 28: 13-14 (June 9, 1945).

180. DENVER AND RIO GRANDE RAILROAD. Summary of documents microfilmed and destroyed, October 1942 through December 1945. [Denver, 1945] 5 p. A statistical presentation prepared by the records supervisor. The microfilming of the railroads records is outlined in section 15 of its *Manual on procedures* under the heading "Preservation of records."

181. HAUGHTON, SIDNEY H. The preservation of records by microphotography in the United States of America. *Journal of documentation*, 1: [156]-161 (Dec., 1945). Includes a summary of federal and state statutes governing the micro-photographing and ultimate destruction of official records, a statement on the utilization of micro-photography by government institutions, including the National Archives, and data on types of cameras, readers and film equipment.

182. HOOVER, J. EDGAR. The enemy's masterpiece of espionage. *Reader's digest*, 48: 1-6 (Apr., 1946). An application of microphotography used by German agents that has interesting implications for the future of records photography.

183. ILFORD, LTD. The technique of micro-copying. London, 1945. 12 p. A trade publication distributed to prospective purchasers and users of Ilford products.

184. LODGE, CONSTANCE. Acquisition of microfilms: commercial and institutional sources. *College and research libraries*, 7: 226-230 (July, 1946).

185. MICROFILMING as a record preservative. *American city*, 61: 89 (June, 1946).

186. NORTON, MARGARET C. Photography for state records. Pt. 1-2. *Illinois libraries*, 28: 151-155; 180-187 (Feb., 1946).

187. NORTON, MARGARET C. Record materials: inks. *Illinois libraries*, 27: 438-444 (Oct., 1945). Also includes a discussion of typewriter ribbons, stamp pads, and carbon papers.

188. PHILADELPHIA BIBLIOGRAPHICAL CENTER AND UNION LIBRARY CATALOGUE. COMMITTEE ON MICROPHOTOGRAPHY. Union list of microfilms; supplement 4 (1945). Philadelphia, 1946. 144 p.

189 PLOSSER, D. A. Microfilming in the office. n.p., 1945. 7 p. The methods manager of the Timkin Roller Bearing Company discusses the application of microfilm to corporation records.

190. POWER, EUGENE B. University microfilms, a microfilming service for scholars. *Journal of documentation*, 2: 23-31 (June, 1946).

191. TATE, VERNON D. La microfotografía hoy día. *Revista DuPont*, Vol. 6, No. 6, p. 12-13 (Dec., 1945).

192. TEARE, ROBERT F. Microphotography and cataloging; a forecast. *College and research libraries*, 7: 231-236 (July, 1946). The author discusses both the cataloging of microfilm, and the use of microphotography in cataloging processes.

193. TEKNISKA LITTERATURSÄLSKAPET. Utbildningsfrågor inom litteraturtjänsten. Biblioteken och reproduktionsfragån. Anföranden vid Tekniska Litteratursälskapets årsmote den 20 mars och 25 maj 1945. Stockholm, 1945. 50 p. (TLS *Meddellande* No. 1.) The proceedings of the Swedish Technical Literature Society for 1945. About one half of the volume is devoted to a discussion of modern methods of documentary reproduction.

194. U. S. NATIONAL BUREAU OF STANDARDS. Standard for permanent record photographic microcopying film (gelatin—silver halide emulsion type). *American archivist*, 9: 229-232 (July, 1946). Reprinted from a bulletin issued by the Bureau in 1943.

195. U. S. WAR DEPARTMENT. Records administration: microfilming of records. Washington, 1946. 94 p. (*Technical manual*, TM 12-257.) After presenting the uses and limitations of microfilm, this manual describes (1) basic operating procedures for microfilming projects generally and (2) special techniques for filming decimal files, index files, engineering drawing, etc. Appendixes consist of a camera operator's guide and a film inspection guide.

196. UNIVERSITY microfilms; a microfilm service organization devoted to filling the needs of scholars and libraries. Ann Arbor, Mich., 1945. 12 p. Discusses how high standard microfilms can be produced economically, considers modernized library service and the use of microfilms, equipment, and presents a pictorial study of microfilming and a microfilming plan for college and university business offices.

197. WILSON, O. C. How to organize a film library. Ottawa, Canada, 1945. 14 p.

198. [WISCONSIN. STATE HISTORICAL SOCIETY] Microfilming and laminating the Draper manuscripts. *Wisconsin magazine of history*, 29: 4-6 (Sept., 1945). The Society announces that it is having the Draper collection microfilmed so that within a year positive microcopies of any series of the collection will be available at reasonable cost to scholars and research libraries.

199. YORK MICROSTAT CORPORATION. Microfilm by microstat. New York [1945] 32 p. A brochure illustrating the services offered by this commercial microfilm firm.

See also No. 14.

IX. SERVICE, USE, AND PUBLICATION OF RECORDS AND HISTORICAL MANUSCRIPTS

200. BENJAMIN, MARY A. Forged autographs—how to detect them. *Publishers' weekly*, 148: 2217-2224 (Nov. 17, 1945). Condensation of a chapter in the author's *Autographs: a key to collecting*.

201. CLARK, T. D. Records of little businesses as sources of social and economic history. Business Historical Society, *Bulletin*, 19: 151-158 (Nov., 1945).

202. LEONARD, RUTH S. Bibliographical importance of copyright records. *College and research libraries*, 7: 34-40, 44 (Jan., 1946). Describes the records in the Rare Book Room of the Library of Congress and appraises their value to bibliographers and historians on the basis of an examination of the copyright records of the U. S. District Court for Massachusetts.

203. MATHER, RUFUS G. Excavating buried treasure. Cambridge, Mass., 1945. 112 p., plates. A description of the value and fascination of archival research with particular reference to "art, history, biography, genealogy, and heraldry as it relates to art."

204. NORTH CAROLINA. ARCHIVES AND HISTORY DEPARTMENT. The social studies teacher and the state department of archives and history. 12 p. (Special issue of North Carolina Council for the Social Studies, *Bulletin*, Vol. 2, No. 3, Mar., 1946). Dr. Crittenden and his staff make a plea for the teaching of local history, and describe the contribution that the State Department of Archives and History could make toward the development of a local history program.

205. OVERMAN, WILLIAM D. Writing the history of American industry in World War II. *War records collector*, 2: [25]-27 (Sept., 1945). A plea for promptness in utilizing the sources, both archival and personal, for the writing of American industrial history.

206. PARGELLIS, STANLEY. The judgment of history on American business. *Rhode Island history*, 5: 33-40 (Apr., 1946). In this article, a condensation from a talk before the Newcomen Society, the author urges corporation executives to consider making available their non-current records to historians.

207. ROWE, HAROLD B. Use of wartime government records in economic research. American Economic Association, *Papers and proceedings*, 1946, p. 799-806. A discussion of the potential value of certain types of records and their availability for research. Special emphasis is placed on the services of the National Archives as a research center.

208. SCHOLES, FRANCE V. Research activities of Lansing B. Bloom in foreign archives. *New Mexico historical review*, 21: 100-109 (Apr., 1946).

209. U. S. WAR DEPARTMENT. Centralization, maintenance and servicing of noncurrent clinical records. Washington, 1945. 17 p. (*Pamphlet*, No. 12-14.)

210. USING medical records as personal documents. American Association of Medical Records Librarians, *Journal*, 17: 27-33 (Mar., 1946). A discussion of New Jersey's Hospital Records Act (Chap. 286, Public Law of 1945, Rs: 101-A-1).

211. VIRGINIA. WORLD WAR II HISTORY COMMISSION. Writing your community's war history; some suggestions on content and sources of information. Charlottesville, 1945. 11 p.

X. SPECIAL PHYSICAL TYPES OF RECORDS AND HISTORICAL MANUSCRIPTS

212. BENJAMIN, MARY A. Autographs: a key to collecting. New York, 1946. 305 p. Part 1 presents a historical summary of autograph collecting, defines the terminology used by the collector, explains what to collect and where to get it, how to detect forgeries, and how to differentiate between facsimiles, manuscript copies and other reproductions of manuscript materials. Part 2 discusses the care, preservation, and arrangement of an autograph collection.

213. BLAIR, PATRICIA O. Treatment, storage and handling of motion picture film. *Library journal*, 71: 333-336 (Mar. 1, 1946). The author is the head of the Film Bureau, Cleveland Public Library.

214. BRADLEY, JOHN G. Cataloging and indexing motion picture film. *American archivist*, 8: 169-184 (July, 1945). A revision of an article published in the March, 1944, issue of the *Journal* of the Society of Motion Picture Engineers under the title: "Wartime cataloging of motion picture film." Topics discussed include the nature and content of catalogue cards, the use of reference film strips, the problem of size, the use of subject index cards, the problem of shelving, and cost considerations.

215. BRADLEY, JOHN G. Talk given before the Washington Visual Workers on April 24, 1946. [Washington, 1946] 8 p. The director of the Motion Picture Project of the Library of Congress describes events in the Project's history since his appointment in July, 1945.

216. EVANS, LUTHER H. L.C. plans large film collection. *Library journal*, 71: 634-635 (May 1, 1946). A portion of an address delivered by the Librarian of Congress before the 37th annual conference of the National Board of Review of Motion Pictures in New York, March 28, 1946.

217. HERRICK, MARY D. Do you collect and use college archives? *Library journal*, 71: 305-306 (Mar. 1, 1946).

218. LEDUC, THOMAS. Arcana Siwash: the function and needs of a college archives. *American archivist*, 9: 132-135 (Apr., 1946).

219. MONTANA. UNIVERSITY. ARCHIVES COMMITTEE. The university archives. Missoula, 1945. 2 p. An announcement of the principles and policies established by the Committee for the development of the University archives.

220. O'CONNOR, THOMAS F. Catholic archives of the United States. *Catholic historical review*, 31: 414-430 (Jan., 1946). Also available as a part of American Association of State and Local History, *Bulletin*, Vol. 1, No. 10 (Apr., 1946).

221. PETERSON, VIRGIL. Behold there shall be a record kept among you. American Association for State and Local History, *Bulletin*, 1: 272-286 (Apr., 1946). The importance attached to record keeping by the Mormon Church is brought out in this paper, part of the symposium on church archives and history.

222. SPENCE, THOMAS H., JR. The Historical Foundation of the Presbyterian and Reformed Churches. American Association for State and Local History, *Bulletin*, 1: 259-271 (Apr., 1946). This description of Presbyterian and Reformed Church archives by the Foundation's curator forms part of a symposium on church archives and history.

223. THOMPSON, RUTH. The collection and preservation of local historical pictures in the Minneapolis Public Library. *American archivist*, 9: 219-225 (July, 1946).

224. WYOMING. UNIVERSITY. LIBRARY. Archives, University of Wyoming. Laramie, 1946. Leaflet. Describes the objectives and collections of the new Archives Department of the University.

XI. The Recruitment and Training of Archivists and Custodians of Manuscripts

225. AMERICAN UNIVERSITY. SCHOOL OF SOCIAL SCIENCES AND PUBLIC AFFAIRS. Announcement of courses in record and archives administration, 1945-1946. Washington [1945] 5 p.

226. AMERICAN UNIVERSITY. SCHOOL OF SOCIAL SCIENCES AND PUBLIC AFFAIRS. [Announcement of the] second intensive training program in the preservation and administration of archives for custodians of public, institutional, and business archives, June 17 to July 6, 1946. Washington, 1946. Folder.

227. COCHRAN, THOMAS C. Plans for internship in business archival work. Business Historical Society, *Bulletin*, 20: 95-96 (June, 1946). Describes a training program planned jointly by New York University and Columbia University for 1946-47.

228. JOSEPHSON, BERTHA E. How can we improve our historical societies? *American archivist*, 8: 194-201 (July, 1945). The author analyses the problems of local historical societies in relation to the need for additional professional personnel and then suggests a training program to meet that need.

229. MEXICO. UNIVERSIDAD FEMENINA. Carrera de archivera y bibliotecaria. Mexico, D.F., [1945]. 4 p. A statement of the opportunities open to women in the library and archives field together with an outline of courses offered in these fields by the University in 1945.

See also No. 75.

XII. ARCHIVES, ARCHIVAL AGENCIES, AND MANUSCRIPT DEPOSITORIES IN TIME OF WAR

230. ALLEN, MAX P. Indiana's war history. *War records collector*, 2: [17]-19 (July, 1945).

231. ALLIED COMMISSION. SUBCOMMISSION FOR MONUMENTS, FINE ARTS AND ARCHIVES. Final report on archives, Part I, Italian archives during the war; Part II, Outline survey of the state of Italian archives at the close of the war. [Caserta?] 1946. 66 p., 24 p.

232. AUSTRALIA. WAR ARCHIVES COMMITTEE. Preservation of war records. (Notes for guidance of departmental officers.) Canberra, n.d. 2 p.

233. BINCKLEY, WILLIAM C. Two world wars and American scholarship. *Mississippi valley historical review*, 33: 3-26 (June, 1946). The author points out the increased interest in the collection and preservation of historical records developed between 1917 and 1941 and discusses the problems created in result. He also describes the origin and development of the various official and semiofficial record and historical programs of World War II.

234. CLOUGH, SHEPARD B. Clio and Mars; the study of World War II in America. *Political science quarterly*, 60: 425-436 (Sept., 1945). Outlines the activities of the Committee on War Studies of the Social Science Research Council and the Advisory Council on War History as supplementing the work of the Committee on Records of War Administration.

235. COMMISSION ON EUROPEAN JEWISH CULTURAL RECONSTRUCTION. RESEARCH STAFF. Tentative list of Jewish cultural treasures in Axis-occupied countries. New York, Jewish social studies, 1946. 103 p. (Supplement to *Jewish Social Studies*, Vol. 8, No. 11.) A list of the library, archival, art, and museum collections known to have been in existence in Axis and Axis-occupied countries at the outbreak of World War II. It was prepared for the guidance of Jewish and non-Jewish organizations engaged in the recovery and restitution of cultural materials.

236. CONN, KENNETH B. The Royal Canadian Air Force Historical Section. *Canadian historical review*, 26: 246-254 (Sept., 1945).

237. CRITTENDEN, CHRISTOPHER. War records in their relation to state and local archives. *American archivist*, 8: 262-264 (Oct., 1945).

238. DANHOF, CLARENCE H. The federal government and the history of World War II. *War historian*, 3: [1]-4 (Mar., 1946). A statement of the activities of the Committee on Records of War Administration, results of its operations, future

program, and suggestions for state projects, by a member of the Budget Bureau's War Records Section.

239. ERIKSON, STANLEY. The war records program in Illinois. *American archivist*, 8: 254-261 (Oct., 1945).

240. ESTREICHER, CHARLES. Cultural losses of Poland; index of Polish cultural losses during the German occupation, 1939-1944. London, 1944.

241. GRAYLAND, EUGENE C. War archives in New Zealand. *Wilson library bulletin*, 20: 418-419 (Feb., 1946).

242. GUYOL, PHILIP N. Plans and problems in the New Hampshire war history program. *War historian*, 3: [13]-15 (June, 1946).

243. HAWAII. UNIVERSITY, *Honolulu*. Hawaii war records depository. University of Hawaii, *Bulletin*, 25: 25 (Dec., 1945).

244. HEMPHILL, W. EDWIN. Personal military service records of Virginians. *War historian*, 3: 5-7 (Apr., 1946).

245. HOLMES, OLIVER W. The National Archives and the protection of records in war areas. *American archivist*, 9: 110-127 (Apr., 1946). The work of the National Archives included the preparation of lists of archival repositories in enemy and enemy-occupied countries for the use of our armed forces, the furnishing of advice on archival matters to the Supreme Headquarters of the Allied Expeditionary Force and the Office of Military Government, and the supplying of archivists, upon request, to these agencies, for the purpose of aiding in the recovery, rehabilitation, and restitution, where possible, of archival collections in Europe and Asia.

246. MILITARY government of Germany; directive to the Commander in Chief of the United States Forces of Occupation. Department of State, *Bulletin*, 13: 596-607 (Oct. 21, 1945). Includes directions that historical archives and cultural institutions and objects shall be preserved. A similar directive for Austria was published in the same journal on Oct. 28, 1945.

247. MURPHY, THOMAS D. Collecting records for community war history. *War records collector*, 2: [33]-35 (Nov., 1945).

248. NELSON, SAUL. Preservation of war records. American Economic Association, *Papers and proceedings*, 1946, p. 793-798. Mr. Nelson was asked to survey, for the Price Conference of the National Bureau of Economic Research, the plans of the government agencies, especially the war agencies, for the preservation of the records of this war. In this article he reports his findings.

249. NEW HAMPSHIRE. WAR RECORDS COMMITTEE. First annual report for the fiscal year July 1, 1944 to June 30, 1945. Durham, 1945. 20 p.

250. NEW HAMPSHIRE. WAR RECORDS COMMITTEE. Organization and program. Durham, 1945. 3 p. (*Bulletin*, No. 1, Rev.) Attached is a *Tentative outline of a history of New Hampshire in World War II* that the committee hopes to publish.

251. NEW YORK. STATE WAR COUNCIL. Memorandum re duty of State War Council to provide for care, custody, control and disposition of records of local war councils. [Albany, 1945] [8] p. Attached to copy received in the National Archives Library are official orders and sample inventory and disposal forms.

252. POLAND. EMBASSY. LIBRARY. Warsaw accuses. [Washington?] 1946. 43 p. A collection of pictures, with text, showing the destruction of Warsaw's historic and cultural monuments, including archives and libraries.

253. ROSS, MARVIN C. The Germans and their archives. *American archivist*, 9: 89-90 (Jan., 1946). Describes the measures taken by the German government to protect the public and Nazi-party records against the dangers of war.

254. SAMARAN, CHARLES. Les principales destructions d'archives en France causeés par faits de guerre. London. University. Institute of Historical Research, *Bulletin*, 20: 1-8 (Nov., 1943; published 1946). A list, alphabetically by place, of the losses of archives departementales and of important archives communales.

255. SCHLEGEL, MARVIN W. Writing the history of World War II. *War records collector*, 2: 37-38 (Dec., 1945).

256. SINGEWALD, KARL. Some observations on Maryland service records of World War II. *War records collector*, 2: 39-40 (Dec., 1945).

257. STACY, C. P. The historical programme of the Canadian army overseas. *Canadian historical review*, 26: 229-238 (Sept., 1945).

258. TUCKER, GILBERT N. The Royal Canadian Naval historical section and its work. *Canadian historical review*, 26: 239-245 (Sept., 1945).

259. U. S. ARMY. EUROPEAN THEATER OF OPERATIONS. OFFICE OF MILITARY GOVERNMENT. Military government regulations. Wetzlar, Germany, 1946. 1289 p. These regulations established 10 July 1945, and their amendments or additions, supersede all existing military government directives and instructions on the subjects dealt with by the Titles. Of special interest are Title 18, *Monuments, Fine Arts, and Archives*, and Title 22, *Military Government Reports and Histories*.

260. U. S. ARMY INDUSTRIAL COLLEGE. RESEARCH DEPARTMENT. Historical and records program of the War Production Board. Transcript of proceedings of seminar December 7, 1945. Washington, 1946. 28 p.

261. U. S. ARMY INDUSTRIAL COLLEGE. RESEARCH DEPARTMENT. Historical program of the Army Air Forces. Washington, 1945. 30 p.

262. U. S. ARMY INDUSTRIAL COLLEGE. RESEARCH DEPARTMENT. The historical program of the Army Service Forces, the Ordnance Department. Washington, 1945. 9 p. Transcript of proceedings of a seminar held July 18, 1945.

263. U. S. ARMY INDUSTRIAL COLLEGE. RESEARCH DEPARTMENT. The historical program of the Navy. Washington, 1945. 25 p. Transcript of proceedings of two seminars were separately issued under the same title.

264. U. S. ARMY INDUSTRIAL COLLEGE. RESEARCH DEPARTMENT. The historical program of the Signal Corps. Washington, 1945. 35 p. Transcript of seminar proceedings April 21, 1945.

265. U. S. ARMY INDUSTRIAL COLLEGE. RESEARCH DEPARTMENT. The historical program[s] of the Office of the Surgeon General and the Transportation Corps. Washington, 1945. 29 p. Transcript of seminar proceedings June 2, 1945.

266. U. S. ARMY INDUSTRIAL COLLEGE. RESEARCH DEPARTMENT. Historical programs of the Chemical Warfare Service and the Corps of Engineers. Washington, 1945. 26 p. Transcript of proceedings of a seminar held May 26, 1945.

267. U. S. FOREIGN ECONOMIC ADMINISTRATION. Civil affairs guide: preservation and use of key records in Germany. [Washington] 1944. 91 p. (War Department *Pamphlet*, No. 31-123). Prepared in cooperation with the National Archives, the Foreign Funds Control, and the Office of Foreign Agricultural Relations. Confidential when issued.

268. U. S. WAR DEPARTMENT. Military records: historical records and histories of organizations. [Washington] 1946. 2 p. (*Army regulations*, 345-105, C4.)

269. WAR records projects; a report. *War historian*, 2: [45]-58 (Feb., 1946). For War records projects addenda see same publication 3: [9]-10 (May, 1946).

270. WIERSUM, E. Lotgevallen van Schielands archief. *Nederlandsch archievenblad*, 50: 15-20 (1946). An account of the fate of the Schielands archives.

See also No. 21, 25, 76-77, 218.

Reviews of Books

RICHARD G. WOOD, Editor

The National Archives
Washington 25, D.C.

Research in Public Administration, Part I, Report of the Committee on Public Administration of the Social Science Research Council, 1934-1945, by William Anderson, and Part II, Research in Public Administration, 1930-1945, by John M. Gaus. (Chicago. Public Administration Service, 1945. Pp. xiv, 221.)

From 1934 to 1945, the Committee on Public Administration of the National Research Council, generously endowed with funds by the Rockefeller Foundation, engaged in an ambitious program of research in public administration. The present volume is a report on the accomplishments of the Committee together with a report "designed to sketch out the setting in which the Committee worked and to show something of the events and trends in public administration during the years of the Committee's activity." This was the period of great expansion in the functions of government due to the coercive forces of depression and war.

In the research program of the Committee, provision was made for the general stimulation of research as well as for the accomplishment of particular objects, to be undertaken by research agencies, universities, and outside individuals as well as the Committee's staff. A variety of research methods was employed, with general agreement that the work would be done in direct contact with the institutions, persons, and materials being studied rather than in sole reliance on library materials. While the whole report of the Committee is well worth the attention of archivists and others engaged in the field of record administration, of particular interest to them will be the projects described as "Capturing and Recording Administrative Experience."

In its report on these projects, the Committee recognizes that "the work of the historian is in a sense that of recapturing and recording in their true relations the events of the past, no matter how remote," and that "most of the work of the historian must be done without benefit of direct observation of the events described, or of discussion with those who participated therein," and that "the historian requires, therefore, special training and insight in the ways of finding, utilizing, interpreting, reconstructing, and correlating such available written, printed, or other records as may bear upon his particular problem of research." But the Committee bewails the fact that "the records are woefully incomplete," and that "so much has never been recorded in any way, or has been inadequately written down, and that so

much that was recorded has been irrevocably lost." In the face of these circumstances, the Committee sponsored the "capture-and-record" projects, designed "to build up the record."

Two groups of studies were dedicated to this end—one, projects undertaken by the Committee initiated in 1935 and completed just before the outbreak of war in Europe; and the other, the war history activities of the Federal Government, under the guidance of the Committee on Records of War Administration and the War Records Section of the Bureau of the Budget. During the course of the studies, commendable emphasis was placed on the importance of administrative history to the current conduct of government, the need for proper documentation of administrative activity, and the broadening of the basis of research to include not only the published materials in the library, but also the direct observation, contact, and study of record material at the scene of action.

Impressed by the favorable results of the capture-and-record studies, the Committee recommends: (1) that increasing attention be paid by historians, other social scientists, and government officials, to administrative history; (2) that a more comprehensive recording of administrative actions and results be undertaken; (3) that an "appropriate historical and records officer" be installed in every important agency of government; (4) that a "capture-and-record service" for all significant developments in government, staffed by objective, trained scholars, be made available from outside the government; and (5) that graduate students be encouraged to get out of the library and into the field where they can observe developments directly and hold discussions with men and women who are making history.

In the mind of the thoughtful archivist, some questions will arise concerning the implications of this report. For instance, what is the difference in value between a body of documents that accumulate involuntarily as a by-product of administrative activity, and a record consciously made for the purpose of capturing the story of administration as it unfolds? It would seem that the capture-and-record studies would have historical value in proportion to the extent they are supported by authentic record documents, but can the studies be accepted in place of the records?

The fact that the records of the agencies are wholly inadequate is due, in the opinion of this reviewer, in large measure to the low standards of record administration prevailing at this stage in its evolution rather than to the lack of written records. For many years, concurrently with expanding government activities, this reviewer has noted the increasing use, by policy formulating officials, of the "memorandum for the files" in which is noted items of intelligence, discussions, and agreements arrived at in conference, on the telephone, at hearings, and in reading. The very necessity for communication in a large and complex organization, and the need for reminders of future action to be taken growing out of present activities, are compelling reasons for a more adequate written record. It is true, however, that this informal but important type of policy document is often retained in the private possession of officials and staff members, who look upon them

as more in the nature of personal papers rather than as official record material.

The field of record administration, however, is now in the throes of a concerted movement to establish higher standards, a movement which received its impetus when the National Archives was established, and more recently when the Bureau of the Budget became interested in the record problem.[1] While it is currently involved in the problem of bulk and the need for disposition posed by the enormous accumulations consequent on early neglect, depression, and war, it must ultimately attack the problem of the effective organization of valuable material to meet the reference needs of modern administration. The attainment of that objective would indeed be a milestone on the road to better public administration. At this point may we look forward with hope to the time when both the administrator and the student will have at hand the facility of a reference service based on adequately organized and coordinated record material, supplemented by the capture-and-record technique developed through the efforts of the Committee on Public Administration.

HELEN L. CHATFIELD

U.S. Bureau of the Budget

Devices for Reducing Health Department Records and Reports, by Joseph W. Mountin and Evelyn Flook. Supplement No. 187 to the Public Health Reports. (Washington, Government Printing Office, 1945. Pp. 67. $0.25.)

Records and reports are, to most of us, necessary evils but the devices outlined in this book for the simplification of planning and reporting make the pill much less bitter. The authors who have devised and briefly described the form "Annual Combined Report and Plan of State Health Departments" to be used in reporting to the Public Health Service have, it seems, ably coordinated the two main objectives in any reporting system, namely, that it first meets the need which the information must fill and secondly, that it is as simple as possible.

Acknowledging the fact that with the extension of Federal grants-in-aid for health work, federal agencies charged with the administration of these financial grants must require fairly specific details, it is unfortunate that the reporting has been and for many agencies continues to be so burdensome and so complex. As is pointed out in the text, "through use of a modified check list system, involving use of prescribed symbols, it is possible to show the kinds of services included in each program, the relative emphasis placed on each, those which have grown and those which have been curtailed during the past year, and those for which either expansion or reduction is contemplated during the following year." (p. 6) In addition, forms closely correlated with the Annual Combined Report and Plan for reporting on finances and personnel and services have been suggested as an "evolutionary step directed at both

[1] Some of the ideas taking form are exemplified in W. J. Wilson, *Analysis of Government Records—An Emerging Profession,* The Library Quarterly, Vol. XVI, No. 1, January 1946.

simplification and improvement of reporting to Federal grant-in-aid agencies."

If this system of reporting fulfills the need of one Federal agency, why isn't it possible for related agencies to adopt a similar system? Better still, make one system of reporting adaptable for the use of all related Federal agencies and thus reduce to a minimum the time and energies expended in preparing numerous and varied types of report. Anyhow—orchids to Mountin and Flook!

MARION G. MALOON

New Hampshire Department of Health

Meddelanden från Svenska Riksarkivet för År 1944. (Stockholm. Kungl. Boktryckeriet, P. A. Norstedt & Söner, 1945. Pp. 65. 2 kronor.)

The annual report of the Swedish State Archives for 1944 opens with a warm tribute to the late Helge Almquist, who headed that establishment from 1926 to his death on 29 February 1944. Under his able leadership the Swedish State Archives made notable progress in its dual capacity as an archival depot and as a research center. During the period 1926-1944 many significant and valuable accessions were received, including those obtained in the extensive exchange of archives effected in 1929 between Sweden and Denmark. One of Dr. Almquist's first steps was to secure an increased grant for archival publications. Unfortunately his efforts were hampered by the economic crisis of the 1930's and, later, by the outbreak of World War II. Thus, it proved impossible for him to attain a much needed expansion of archival facilities, and in recent years, the work of his organization was burdened and restricted in all phases by the evacuation of records necessitated by the war. Dr. Almquist's successor, Professor Bertil Boëthius, took office on 1 May 1944.

This slender publication consists of a general survey of Swedish archival activity in 1944, followed by the customary scholarly contribution. During the year the editing and publishing of medieval source material have been continued. The usual photographic processes have been employed, and the institution has accomplished considerable binding and repair of the records. Visits by researchers to the Swedish State Archives in 1944 increased to 17,792. Rough drafts of outgoing communications totaled 1,281, while those received numbered 1,516. All told, 42 applications were sent in by foreigners seeking permission to use Swedish archives. The collections in the Swedish State Archives have been augmented by transfers, gifts, and purchases, totaling 8,057 volumes and approximately 949 documents, maps and other papers. On the other hand, after due consideration, official action has been taken to eliminate various groups of records not deemed worthy of preservation. As in previous years, official inspections have been made of a number of archival depositories, resulting in certain recommendations designed to improve their methods and facilities.

HAROLD LARSON

Arlington, Virginia

Dominion of Canada. Report of the Department of Public Archives for the Year 1945, by Gustav Lanctot, Keeper of Public Records. (Ottawa, Edmond Chautier, Printer to the King's Most Excellent Majesty, 1946. Pp. XLIX, 200. $1.00.)

The value of calendars for important groups of historical manuscripts and archives is always apparent when the annual report of the archivist of the Dominion of Canada comes to hand. With an indexed calendar before him, a research worker can judge quickly in most instances, whether a collection is worthy of his time or the expense of an exploratory trip. Unfortunately, this volume is not indexed. Its calendar is that of the official correspondence of the lieutenant-governor of Upper Canada for a fateful period, 1838-41. Relations with the United States were strained, union of the provinces was imminent, the rebellion of 1837 was still in everyone's mind. Much of the correspondence reflects these conditions. Indian affairs, religious and church problems, the Great Lakes and their commerce, the Hudson's Bay Company, and the settlement of Canada are all discussed, besides many other topics. With this installment, the calendar of State Papers (official correspondence for Quebec, Upper and Lower Canada) for the years 1760-1841 comes to an end.

Besides the calendar the volume includes the report proper, a list of accessions to the manuscript division in considerable detail, and four documents printed *in extenso*. These documents fill twenty-seven pages. The first is Pierre Fortier's recollections of how he outwitted the American troops occupying Montreal in 1775-1776. The second is information regarding Tatmagouche, Nova Scotia, in 1795. The third is a letter revealing Canadian recognition of the collective responsibility of cabinet members. The fourth concerns Sir John A. Macdonald's election as a member for Victoria, British Columbia, in 1878.

To many persons an archivist's report is of as much interest as calendars and publications, for it reveals the administrative problems of a repository and how they are met. If success crowns the effort, then other archivists can profit. If striving, groping and unfruitful energy are the only results, the mere statement of that fact may serve as a warning to other archivists, who conceivably, on the other hand, may be able to offer wholesome advice to a struggling confrere. M. Lanctot's report for 1945 is tantalizing in this regard, for he surely has had outstanding results, but he merely indicates them and does not elaborate on his methods for achieving success. Those methods would have claimed close attention from any reader of THE AMERICAN ARCHIVIST. Let us have an article in these pages giving us M. Lanctot's recipe for running a great national depository of archives.

GRACE LEE NUTE

Minnesota Historical Society

First Annual Report Division of State Archives State Historical Society of Colorado, September 1, 1943 to September 1, 1944. (Denver, Colorado. The State Museum, Division of State Archives, 1944. Pp. 12.)

Second Annual Report Division of State Archives State Historical Society of

Colorado, September 1, 1944 to September 1, 1945. (Denver, Colorado, The State Museum, Division of State Archives, 1946. Pp. 12.)

Legislated into existence during the war years, this infant agency, through its archivist, Herbert O. Brayer, and associate archivist (acting archivist for 1944-45), Virgil V. Peterson, has presented two reports worthy of some study on the part of its senior sister organizations in the field. Mr. Peterson's account of the second year's work follows fairly closely the pattern of the earlier report, discussing organization and administration, preservation and disposal of records, microfilming, county archives, public and professional relations, and plans and recommendations. Notable additions are the section captioned "Checklist of Territorial and State Documents", in which is described fully the project of revising and bringing up to date the 1910 *Check List of Colorado Public Documents* with the aid of sixteen institutions participating as co-sponsors, and the section on "War Records". As in the previous report, under "Destruction of Records" we find a complete list of the government departments and co-operating officers granted authority to destroy or transfer records, including the number of records handled. The Second Annual Report, however, fails to supplement Mr. Brayer's list of "Departments which have requested the services of the Archivist, and in which surveys are now in progress", though it seems unlikely that no such surveys were initiated in the 1944-45 period.

The collection of war records was directed by the associate archivist until July, 1945, when the responsibility was transferred to the state historian. Mr. Peterson worked with the Smaller War Plants Corporation and the Office of War Production Board, concentrating mainly on materials and information "revealing the impact of the war on society and the commonwealth in general".

The usual great handicap in records work—the lack of authority over records divisions, files, and record storage facilities of the various departments—is dealt with in Mr. Peterson's concluding remarks under "Plans and Recommendations". His solution would be a permanent official setup to systematize records practices. Public records officers "would be appointed by the head of each department. . . . An effort will be made to have such officers given full records authority by the department heads". And he indicates that measures have already been undertaken to achieve this end.

Copies of these two very enlightening twelve-page accounts can be obtained on request at the State Historical Society of Colorado, though the existing supply of the First Report is limited.

DOROTHY KING

Michigan Historical Collections, University of Michigan

Sixth Annual Report of the Archivist of the United States as to the Franklin D. Roosevelt Library, Hyde Park, N. Y., for the Fiscal Year Ending June 30, 1945. (Washington, Government Printing Office, 1946. Pp. ii, 14. Frontispiece.)

This sixth annual report on the Franklin D. Roosevelt Library is the first

since the death of Franklin D. Roosevelt, its founder and chief donor. Dr. Buck, the archivist, begins with a brief review of the Library's history, records President Roosevelt's unceasing personal concern for its growth and work, and tells about the greater interest shown by the public since his death, in everything connected with him. Twice as many people visited the Library's exhibits in 1944-1945 as in the previous fiscal year.

President Roosevelt's last gifts of noncurrent sections from his White House files increased his manuscripts in the Library to about 2,000 cubic feet. In June, 1945, more than four times as many papers were awaiting legal transfer to the Library, having been removed from the White House and temporarily stored by his executors. These great collections, supplemented by papers of some of his contemporaries, constitute an invaluable body of historical source materials for the years 1910-1945.

The manuscript collections in the Library were not yet open for public inspection during the year 1945. It was expected that parts of them would be made available to qualified researchers before the end of 1946, although complete guides, calendars, and other finding aids can not be compiled for some time, even with a much larger staff than the wartime one.

The chief donor during the year covered by this report was Mrs. Eleanor Roosevelt, who gave her papers for the period of her husband's governorship, her White House files, 1938-April 1945, and thousands of letters of condolence received after her husband's death. President Roosevelt presented to the naval history collection the correspondence, journals, and notebooks, 1812-1855, of Commodore David Connor (1792-1856), and he and others added to the Library's collections of microfilmed manuscripts, motion pictures, photographs, sound recordings, books, pamphlets, and museum objects.

The building in which these growing collections are housed was built during President Roosevelt's second term, and was not calculated for the accumulations of his subsequent war years in the White House. A larger building is needed now, and the archivist reports that a study is being made of the additional space required adequately to preserve the Roosevelt papers, and related materials likely to be acquired in the future.

DOROTHY C. BARCK

New York City

Report of the Board of Trustees of the Public Archives of Nova Scotia for the year ending 30 November, 1945. (Halifax, N. S., King's Printer, 1946. Pp. 48.)

In this latest report the provincial archivist describes the growth of the collections and the continuation of the intra and extramural services of this well known provincial public archives agency. This list of accessions for the year, consisting of books and manuscripts received from private sources and a few printed public documents, might lead the uninitiated to conclude that this was merely a repository for miscellaneous historical material whereas in fact the Archives possesses many important series of early provincial and local public records. Apparently the government of Nova Scotia is not regu-

larly transferring to the Archives any large quantity of records produced during the present century. It is to be hoped that this indicates that these public records are being preserved as carefully by the offices of origin as they would be by the Archives.

The report concludes with an appendix containing several letters from the early correspondence of the Nova Scotia Historical Society whose manuscripts have been transferred recently to the Archives, and eight letters of Thomas Chandler Haliburton (Sam Slick) relating to his early literary efforts.

LEWIS H. THOMAS

Office of the Saskatchewan Archives

SHORTER NOTICES

"Analysis of Government Records an Emerging Profession", by William Jerome Wilson, *The Library Quarterly,* 16 (January, 1946), 1-19, is an interesting summary of some of the efforts that have been made to control the mountains of records that have been created and that continue to be created by the Federal Government. Mr. Wilson, probably because of his connection with the OPA Historical Records Office, appears to be concerned principally with the fate of large masses of records. His solution, patterned after the experience of WPB, is the documentation file or, alternatively, the "source book". By offering these solutions, Mr. Wilson appears to accept the principles that all "policy" papers can be detected immediately and that one research analysis can, with a single stroke, exhaust the potentialities of any given group of records. The classic rejoinder to this oversimplification of the problem of evaluating records of the Federal Government is the "Old Loan" papers of the Treasury Department upon which Beard based his *Economic Interpretation of the Constitution;* under Mr. Wilson's program these records would have been destroyed many years before Beard thought of exploring them from a new point of view.

T. W. MITCHELL

National Archives

American Society of Refrigerating Engineers. *Refrigeration Data Book.* Second edition. (New York, the Society, 40 West 40th St. 1945. $5.00.)

The second edition of a volume dealing with "Refrigeration Applications", one of a series of data books published by the American Society of Refrigerating Engineers, has recently been issued. The contents have been considerably expanded and now cover almost the entire field of the use of refrigeration and air conditioning in general.

A large part of the book deals with the refrigeration of foods but a considerable amount of information of general interest is contained in the sections: Industrial Applications of Refrigeration, Comfort Air Conditioning, and Industrial Air Conditioning. Included in the last are chapters dealing with the air conditioning of printing plants and of libraries and museums.

The chapter on libraries and museums was written by R. E. Cherne, Consulting Engineer. The part dealing with overcoming the deteriorative effects in libraries of light, abrasive dust, acidic pollution of the air, and adverse temperature and humidity, is based largely on research by the National Bureau of Standards carried out in cooperation with the American Library Association. Information of this kind is given for museums relative to paintings, fabrics, furniture and woodwork, and metallic, china and porcelain exhibits. Several representative air conditioning installations in libraries are described.

VERNON D. TATE

Excerpt from
News Bulletin of the Paper Section
National Bureau of Standards
April-May 1946

News Notes

KARL L. TREVER, Editor

The National Archives
Washington 25, D.C.

ANNUAL MEETING OF THE SOCIETY OF AMERICAN ARCHIVISTS

The tenth annual meeting of the Society of American Archivists will be held in Washington, D.C. October 24-25. The meeting of the American Association for State and Local History will be held October 25-26 with a joint meeting on the overlapping date.

Headquarters will be at the National Archives Building, 7th and Pennsylvania Avenue. All meetings except the dinner meetings will be held there. The dinner meetings will be held at the dining hall of the American University. It has not yet been decided whether any luncheon meetings will be held.

Hotels reserving quarters for members of both Societies include the Raleigh, the Washington, the Willard and the Mayflower.

Committee on Local Arrangements include, in addition to Herbert Angel, chairman, Martin Claussen, the Reverend John Tracy Ellis, Luther H. Evans, Lyle Holverstott, Waldo G. Leland, Thornton Mitchell and Ernst Posner. The chairman for the American Association for State and Local History is Lillian Kessler.

SOCIETY OF AMERICAN ARCHIVISTS

At one of the sessions of the Council held at Indianapolis last year, Dr. Buck suggested that a *List of the Committees of the Society of American Archivists and Their Functions* might prove useful to members of the Society and others. Such a list, prepared by Secretary Cappon, follows:

Archival Bibliography: Compilation of the annual list of "Writings on Archives and Manuscripts" was begun for the year July 1942-June 1943 and is published in each October issue of THE AMERICAN ARCHIVIST. The Committee is also preparing a select list of publications on archives and manuscripts issued prior to June 30, 1942.

Auditing: The treasurer's books and financial statement for the year are audited by this Committee which makes a report at the annual business meeting.

Buildings: Consulting service is rendered to inquirers concerning the initiation or improvement of facilities for housing archival records. The Committee keeps abreast of building plans and construction in this field and makes special studies of related problems.

Filing Equipment: Present conditions and needs of filing equipment in

various kinds of archival establishments are the concern of this Committee, along with the possibility of finding common ground on which the needs of the archivist and the product of the manufacturer can be better accommodated.

Finance: According to Section 17 of the Constitution of the Society, "The president, the secretary, and the treasurer shall constitute a finance committee, which shall approve all investments and shall prepare a budget for submission to the council and the Society at each annual meeting."

Information: Promotional and publicity work is the function of this Committee, which carries on a clipping service in connection with THE AMERICAN ARCHIVIST, stimulates reprinting or abstracting from the magazine, and secures newspaper publicity in advance of each annual meeting of the Society and publication of a summary of the meeting in a score of professional journals.

Institutional and Business Archives: The work of this Committee embraces a survey of the archives of educational institutions, churches, labor unions, fraternal organizations, business corporations, etc., to determine to what extent their records are adequately preserved and made accessible, and to provide practical instructions for planning the organization of such archives or the improvement of those already established.

International Relations: Through this Committee the Society endeavors to establish and maintain closer relations between archivists in the United States and those in foreign countries by exchange of publications, correspondence, cooperative undertakings, and personal contacts through individual and group meetings. Postwar problems provide special incentive for this Committee's activities. It also seeks to increase the foreign membership of the Society.

Local Arrangements: Provisions for local facilities and accommodations in connection with the annual meeting of the Society are the responsibility of this Committee.

Local Records: Set up to work with local officials who have legal responsibilities for keeping county and other records and "to explore ways and means of educating lay custodians of archival material," the Committee has a manual in preparation for this purpose. It also endeavors to encourage closer relations between the state archivists and local records officers in each state.

Membership: In order to increase the membership of the Society, individual and institutional, this Committee is organized on a geographical basis. Special attention is also given to prospective foreign members, in cooperation with the Committee on International Relations.

Municipal Archives: A survey of the preservation and accessibility of records in certain selected cities in the United States by this Committee will provide the basis for a plan whereby the Society may be able to do constructive work in this relatively unexploited field of archives.

Nominations: The retiring member of the Council each year is *ex officio* chairman of this Committee. It submits a slate of officers for consideration in the election at the annual business meeting of the Society.

Photographic Techniques: Photographic reproduction by various methods

and related problems are investigated, and consultation is available by conferences and correspondence so that the Society can keep abreast of developments in this important field.

Program: Organization of the program and selection of speakers for the annual meeting of the Society constitute the duties of this Committee, along with the preparation of a report of the meeting by the chairman for publication in THE AMERICAN ARCHIVIST. Special committees on programs for joint sessions of the Society with other organizations held at times other than the date of its annual meeting are appointed.

Publication Policies: This Committee is collecting information on publication policies and techniques of various archival agencies and manuscript repositories so that the Society may be able to offer recommendations on methods and practice based upon a study of comparative data.

Records Administration: The province of this Committee embraces all phases of the life history of official records that develop before those of enduring value are deposited in archival agencies, in order to meet the urgent need of arousing the intelligent interest of administrators in the importance of economical records administration. A bulletin on this subject for state and local government is in preparation.

Research: By stimulating archivists and others to prepare papers on subjects along lines of their special interest and competence for possible publication in THE AMERICAN ARCHIVIST, this Committee serves to augment the stock of articles on hand in the editor's office, and in general to encourage the filling of gaps in archival literature.

Resolutions: This Committee submits to the annual business meetings resolutions on matters of immediate concern drafted by the Committee or by other members of the Society who may request the submission of such documents.

Uniform Legislation: The drafting of model acts for archival agencies to give them essential authority and responsibility with respect to the records of the government provides a guide to the states in framing and supporting adequate laws of this kind.

The personnel of the following committees of the Society, supplements the list of committee appointments printed in the April issue:

Local Arrangements: 10th Annual Meeting, Washington, D.C., October 24-25: Herbert E. Angel, chairman; Martin P. Claussen, John Tracy Ellis, Luther H. Evans, Lyle Holverstott, Waldo G. Leland, Thornton W. Mitchell, Ernst Posner.

Local Records: Harold S. Burt, chairman; Virgil V. Peterson, Herman F. Robinton, John Clement.

Membership: Virgil V. Peterson, chairman; Eugene B. Barnes, Francis L. Berkeley, Jr., Herbert O. Brayer, Philip C. Brooks, David C. Duniway, Robert W. Hill, G. R. Lomer, William D. McCain, Margaret Pierson, Herbert C. Schulz, Mary T. Quinn.

Municipal Archives: Richard B. Morris, chairman; Beatrice Decker, John H. Powell, Louise Rau.

Program: 10th Annual Meeting: Robert H. Bahmer, chairman; Philip O.

Brooks, Everett E. Edwards, Hugh M. Flick, Bertha Josephson, Thomas H. Spence, Eleeine H. Jones, James N. Young.

THE NATIONAL ARCHIVES

The National Historical Publications Commission, at its meeting on April 2, requested the archivist of the United States to endeavor to obtain authorization for the publication by the National Archives of documents relating to the ratification of the Constitution and the Bill of Rights. This project was planned and proposed to Congress by the Commission in 1936, but Congress has never acted on it. Dr. Philip M. Hamer, records control officer in the National Archives, was elected secretary of the Commission and was directed to prepare plans and estimates with reference to a number of other proposals for the publication of historical materials by the Government.

The National Archives continues to receive substantial quantities of records of World War II. Among those recently received are the records of the United States Ballot Commission; the records of the Fair Employment Practices Committee, except a few papers being used in liquidating the agency; the Fort Ontario Emergency Refugee Shelter files and other field records of the War Relocation Authority; additional records of the Foreign Broadcast Intelligence Service, consisting chiefly of 11,000 recordings of enemy broadcasts; recordings of Office of War Information broadcasts to Japan, including those made by Navy Captain E. M. Zacharias; records of the New Delhi and Stockholm offices of the Office of Strategic Services; and enemy motion pictures captured in Europe and the Pacific. Of note among other accessions are records of United States delegations at various international conferences, 1923-38, and scattered pardon records, 1800-1850, which have been missing from the State Department's pardon files and which were found in the custody of another agency.

In order to expedite retirement of voluminous types of records common to all Federal agencies, the National Archives has issued five general schedules under the authority provided in the Federal Disposal Act of July 7, 1943, as amended July 6, 1945. These schedules permit the disposal after stated periods of time of fiscal and accounting, personnel, informational service, and mail records and those pertaining to draft deferment of Federal employees. They apply principally to the copies of these documents held in all the agencies depending, by and large, upon the retention of master files of the basic series in each class. On the eve of its adjournment, Congress approved the mail schedule and the fiscal schedule, which was worked out in cooperation with the General Accounting Office and the Treasury Department.

Recent publications of the National Archives include an essay on *The Appraisal of Current and Recent Records,* by G. Philip Bauer, a revised edition of *How to Dispose of Records,* and a brief guide to the holdings of the National Archives, entitled *Your Government's Records in the National Archives.* Copies may be obtained from the Assistant Administrative Secretary of the National Archives.

The archivist of the United States has announced the return to the staff of the National Archives of Major Seymour J. Pomerenze, who has been in charge of the Offenbach Archival Collecting Depot in the American Zone of Military Government. Mr. Pomerenze is now librarian of the National Archives, succeeding Matilda F. Hanson, who resigned. Other recent resignations include those of Marion Rice, editor-writer, and Carl Louis Gregory, motion-picture engineer.

FRANKLIN D. ROOSEVELT LIBRARY AT HYDE PARK, N. Y.

The Franklin D. Roosevelt Library has recently received from the executors of the Roosevelt estate a number of papers from the late President's naval history collection. Among them are correspondence and other papers relating to Mr. Roosevelt's service as assistant secretary of the Navy from 1913 to 1920. These materials touch on every phase of his conduct of that office, including matters relating to national preparedness and the conduct of the war with Germany; the campaign to obtain binoculars and telescopes for the Navy; the management of the navy yards, with particular reference to wage disputes and other controversies; volunteer defense organizations; appointments, transfers, and promotions in the Navy; the obtaining of navy yard personnel; and his two trips to Europe in 1918-19. A body of miscellaneous manuscripts relating to the history of the Navy, including letters of and other documents concerning prominent Revolutionary War leaders and Navy secretaries of the period 1775-1865, was also received.

Mrs. Roosevelt has given the Library correspondence and other papers relating to her activities as delegate to the United Nations conference held in London in January 1946. They include personal letters from the British people; agenda of Conference meetings; lists of members; reports of proceedings; press releases, progress reports, and policy statements of the United States delegation; petitions, memoranda, and other papers regarding displaced persons; copies of articles and pamphlets on United Nations matters; official publications including the "Journal"; letters from individuals and organizations on United Nations matters; and a scrapbook of clippings from British newspapers. She has also given the Library a number of diary-notebooks kept by her late husband's father, James Roosevelt, Sr., from 1881 to 1899 and a collection of documents relating to the family seat of her grandparents, Mr. and Mrs. Valentine G. Hall, at Tivoli, N. Y.

Miss Mary W. Dewson, formerly director of the Women's Division of the Democratic National Committee, has presented two large scrapbooks containing samples of campaign literature issued by the Democratic National Committee in 1932 and 1936 and printed copies of radio talks made by her during the latter year.

Manuscripts holdings now available to searchers, in addition to those announced last May, include papers relating to Mr. Roosevelt's service as Assistant Secretary of the Navy, 1913-20; the correspondence and other papers of Louis McHenry Howe while secretary to Mr. Roosevelt during his Navy Department period; and White House papers relating to education,

1933-39, the sugar-tariff question, 1933-39, labor legislation, 1937-39, and strikes, 1933-41.

Over 100,000 persons have visited the Museum of the Library during the past three months, among them delegations from Hawaii, Chile, Columbia, and the United Nations headquarters.

LIBRARY OF CONGRESS

Among recent accessions to the Division of Manuscripts the following may be noted: 146 papers pertaining to land grants and titles, mainly in Russell and Scott counties, Virginia, 1787-1893; 10 manuscript volumes 1851-1865, relating to the activities of Gideon and Company, printers, and William D. Colt, notary, Washington, D.C., communications from the office of the United States Consul at the Port of San Juan del Sur, February 14 and 22, 1857, concerned with the expulsion of William Walker from Nicaragua; typescript translations into English of 16 documents in Russion archives relating to the Russian American Company and to the cession of Alaska to the United States; and 19 boxes of short wave monitoring reports of the Columbia Broadcasting System Listening Station, c. 1938-1945. In addition, individual items or small groups of documents emanating from or pertaining to Charles Pinckney, Henry Knox, John Henry, Thomas Claxton, John Quincy Adams, Waddy Thompson, La Fayette, George Bancroft, Horatio King, Oliver Wendell Holmes, Benjamin Harrison, Alfred T. Mahan, Julia Ward Howe, John Burroughs, and Admiral Mark Bristol were acquired.

The Prints and Photographs Division has received the Office of War Information Photograph Collection. It consists of 119 file cabinets of mounted photographs, 441 boxes of duplicate unmounted photographs, 175 trays of catalog cards, 1 file cabinet of microfilm, and 2 cabinets of negatives.

Archivists will be interested in reading the remarks of the Librarian of Congress in relation to the "Problem of Loot" as reprinted from the LC *Information Bulletin* in the *Library Journal* for June 15, p. 910-911.

In reporting to the librarian of Congress on his examination of the William Allen White papers, recently given to the library, Nelson R. Burr writes:

> Much of the time I worked in his library, a large comfortable room lined with books, on the second floor of his house. There were the miscellaneous and personal papers, which contain several hundred letters, by Presidents of the United States, from Theodore to Franklin D. Roosevelt. These will come to the Library, but most of this collection will remain until Mrs. White and her son distribute some of it to Kansas colleges, whose pride in Mr. White has prompted them to request records of his life and work in Kansas for memorial rooms.
>
> These papers seemed impressive—until I saw the letter files kept in the vault of a local bank. As the massive door swung open, the light flashed on the record of fifty years spent in the main currents of American political and literary history. Fifty volumes of onion skin paper contain letters written by the famous editor and novelist from 1899 to 1920. There are more than thirty-four thousand pages, and the William E. Borah, Robert Bridges, William Jennings Bryan, Arthur Capper, Mark Hanna, Henry Cabot Lodge, George H. Lorimer, Theodore Roosevelt, and Booth Tarkington. From 1899 to 1903 there are forty letters to "T. R."
>
> Four hundred letter boxes lined two sides of the large vault, half way to the ceiling.

They weigh about a ton and a half and are jammed with letters to and from Mr. White from 1909 to 1944. Thirteen boxes contain correspondence relating to the Progressive Party from 1912 to 1914. Two extra large boxes concern White's leadership of the Committee to Defend America by Aiding the Allies—fascinating material for studying the swirling currents of opinion in 1940 and 1941, when America hesitated. I estimated the total number of letters at well over two hundred thousand.

The Federal Bureau of Investigation has asked the librarian of Congress to call to the attention of libraries the loss of a box containing a collection of valuable charters, stolen from the Muniment Room at Plas Newydd, in the County of Anglesey, Holyhead, Wales, between May 1944, and December 1945. The collection, which is the property of the Most Honorable, The Marquess of Anglesey, G.C.V.O., comprises between ninety and one hundred old manuscripts relating to the Abbey of Burton-on-Trent in the County of Staffordshire, and the Paget family. They date from 1094 to 1247. Many of them have been damaged, but have been mended. The manuscripts vary in size, and include charters, covenants, grants, ratifications, and leases in connection with land and property. There are deeds, writs, and other papers relating to proceedings, suits, privileges and liberties, all affecting the Abbey at Burton-on-Trent. The Abbey or Abbot of Burton is mentioned in nearly all of the manuscripts, and the following names also appear frequently: Geoffrey de Eglintone; Nigel, Abbot of Burton, Ralph de Grestaville; Andrew of Felda; Hugh Bagot of Bromley; Thomas à Becket; Archbishop of Canterbury, Bishop of Chester; Bishop of Coventry; Bertram de Verdun; Archdeacon of Stafford. Any information concerning the location of these manuscripts should be forwarded to the Federal Bureau of Investigation.

CARNEGIE INSTITUTION

With the retirement of Dr. Leo F. Stock from the Carnegie Institution, its Division of Historical Research, as conceived and directed by Professor McLaughlin and Dr. Jameson, is practically abolished. The work of completing the *Guide to Materials for American History in the Libraries and Archives of Paris* is being continued by Dr. John J. Meng under the direction of Dr. Waldo Leland; Dr. George Sarton's volumes concerned with the history of science will probably be carried forward; and the historical portion of the researches in anthropology, notably the history of the Maya area, will be completed by Dr. Scholes, Dr. Chamberlain, and others. Otherwise the Institution's program at present does not include further projects in the social sciences; henceforth the emphasis will be placed on problems of the physical sciences. Dr. Stock is working independently on the sixth volume of his series of *Proceedings and Debates of British Parliaments respecting North America,* and hopes to complete in some fashion the record to 1783. These volumes will be printed by the Institution in the same style as the five volumes which have been issued. In its hey-day, under Dr. Jameson, the Division placed the historical profession under grateful obligation, not only for the individual assistance and direction given to students and scholars, but particularly for its printed output which consisted of numerous *Guides* to American materials

in domestic and foreign archives and several series of documents which have been widely used.

CHURCH ARCHIVES

The *Canadian Historical Review* for June reports that "The United Church of Canada is planning for a central depository of Church Archives at Victoria University, Toronto, Ontario, which will house not only historical material of the communions that came into the United Church, and of the United Church itself, but of Canadian church history in the widest sense, so as to make available for research students a body of material on church history. An effort will be made to secure an index of all the archival material of the church at different centers across Canada. It is proposed to change the name archivist to church historian and have the appointee lecture on church history. It is hoped by an educational campaign to arouse the church to the necessity of more careful keeping of church records."

The Presbyterian Historical Foundation at Montreal, North Carolina, is making progress toward raising funds for the erection of a new building to house its collection of manuscript and printed matter.

The main archival activity of the Historical Commission of the Church of the Brethren during the last few months has been the transfer and arrangement of the records of the Brethren Civilian Public Service. These records are the files created by the church agencies cooperating with the government in the plan of providing "work of national importance under civilian direction for those conscientiously opposed to war."

INTERAGENCY RECORDS ADMINISTRATION CONFERENCE

The Interagency Records Administration Conference, which is now sponsored by the National Archives, concluded the fiscal year with three sessions, each of which was attended by more than 100 persons. The Conference membership list now includes more than 300 persons drawn from practically every Federal agency. Sherrod East, of the War Department, has been elected chairman for 1946-47, and Terry Beach, of the Federal Security Agency, as vice-chairman. The steering committee as elected consists of Philip C. Brooks, National Archives, Col. Ralph P. Bronson, Veterans Administration, Edmund D. Dwyer, Navy Department, Allen N. Humphrey, General Accounting Office, Ernest Karl, Civil Service Commission, Henry J. Lilienfield, Bureau of the Budget, T. R. Schellenberg, Office of Price Administration, Charles T. Smith, Department of Agriculture, Mrs. Dorothy M. Sparks, Treasury Department, Mr. East, and Mr. Beach.

A question and answer session on the whole records field constituted the May meeting. It was conducted by Mr. Lilienfield, with the assistance of Capt. Mary R. Catlett, Security Advisory Board, Rose McGrath, Federal Public Housing Authority, Robert Claus, National Archives, James M. Maupin, Department of Commerce, and A. J. Roehrer, Bureau of Internal Revenue. At the June meeting Robert L. McKeever, Federal Director of Liquidation, spoke on the economies of prompt retirement of records and

Fritz Morstein Marx, of the Bureau of the Budget, discussed the vital role of records in public administration. Mimeographed transcripts of the discussions at the general monthly meetings are available at the office of the Secretary of the Conference, Frank E. Bridgers, The National Archives, Washington 25, D.C.

TRAINING PROGRAMS IN RECORDS AND ARCHIVES ADMINISTRATION

Plans for Internship in Business Archival Work

The following announcement, signed by Thomas C. Cockran of New York University, is reprinted from the June issue of the *Bulletin* of the Business Historical Society:

Observation of the operation of a number of large companies has convinced Professors Clough and Cochran, the two most active members of the New York Committee on Business Records, that in most companies no official is satisfactorily taking care of the problems of record management. Many of these companies have extensive private libraries and a staff of librarians, but the latter have no contact with the manuscript records of the business and no training in evaluating them. Though a company may have an excellent filing staff, control over past records is usually vested in a busy officer of the company who lacks interest in the records as historical material and thinks chiefly in terms of economical storage and early destruction.

A new type of official is obviously needed, one who will be able to help the officers in establishing wise record policies so that those manuscripts will be preserved which contain information essential to the legal department, the business analyst, and the historian, and supervise the classification, storage, and day-to-day handling of the records. This official might be called a Business Archivist, or better, perhaps, a Record Manager.

The Record Manager should be trained in business history and business economics. He should, of course, also understand library methods and record handling and storage problems. To add these elements to his training, the Columbia and New York University graduate schools of business administration are offering special internships in business archival training. The New York University announcement, for example, reads:

> B. H. 277-278. BUSINESS ARCHIVAL INTERNSHIP. Professor Cochran, September-February, 4 points: hours to be arranged by consultation with Professor Cochran. Training in the management of business manuscripts and business libraries is provided through lectures and internships. Students registering for this course must be prepared to devote the equivalent of at least three months of full-time daily work to gaining practical experience in designated libraries and business companies. Students completing this course in addition to Business History 275-276 will be recommended as trained business archivists. Registrants must complete the full course to receive credit.

The New-York Historical Society and the United States Trust Company

have generously offered to assist the two universities in this program. They will provide the necessary practical training in library work and in the problems and methods of record storage.

Owing to war-time conditions the one student registered for training this past year was in the course offered at New York University. She worked in the New-York Historical Society under the direction of Dr. Barck. From time to time during the year she had conferences with Professor Cochran regarding the problems of the historian in the business company and the problems of business history in general.

Several of the largest corporations already employ archivists or record managers but, as far as we know, none of these present administrators has studied business history. We hope that as the knowledge spreads that specially trained university graduates are available, many more companies will create such positions and fill them with young scholars who may write business history as well as manage the records. Two companies already have shown an active interest in placing such university-trained persons in charge of their records, and both of these have requested Professor Cochran to make a survey of their needs. Professors Clough and Cochran, at Columbia and New York Universities, respectively, would be glad to receive suggestions for the further development of business archival training, and to send to anyone interested literature describing the work of the New York Committee on Business History and Records.

American Library Association

Miss Margaret Pierson, Indiana State Library, Mrs. Elleine Stones, Detroit Public Library, and Karl L. Trever, National Archives, participated in a panel discussion of archival education at the June 18 meeting of the Archives and Library Committee. Robert W. Hill, New York Public Library, served as chairman.

American University, Washington, D.C.

A second intensive training program in the preservation and administration of archives for custodians of public, institutional, and business archives was offered by American University, Washington, D.C., from June 17 to July 6, 1946. The three-weeks program included lectures on the most important phases of work with archives and manuscripts and practical training in two archival agencies, the National Archives and the Maryland Hall of Records, which agencies granted to the students the privileges of interns for the duration of the program. Ernst Posner, professor of history and archives administration, American University; Oliver W. Holmes, program adviser to the archivist of the United States; Morris L. Radoff, archivist, Maryland Hall of Records; and other members of the staffs of the two cooperating archival agencies served as instructors and as supervisors during the training periods. As part of the practical training, each student was assigned the task of arranging a body of records and describing it in a checklist.

The following students were enrolled in the program: the Reverend Peter P.

Beckman, OSB, St. Benedict's College, Atkinson, Kansas; Lillian E. Blease, Princeton University Library, Princeton, New Jersey; Ellen S. Brinton and Hiram Doty, Swarthmore College Peace Collection, Swarthmore, Pennsylvania; the Reverend Henry J. Browne and the Reverend John Tracy Ellis, Catholic University, Washington, D. C.; Harry A. Brunk, Eastern Mennonite School, Harrisonburg, Virginia; Wanda R. Castle, Colonial Williamsburg, Inc., Williamsburg, Virginia; Sidney Goldman, Archives and History Bureau, New Jersey State Library, Trenton, New Jersey; Marguerita McDonald, Overseas Branch, AAF Historical Office, Baltimore, Maryland; Carolene R. Peeler, War Department Records Branch, Alexandria, Virginia; the Reverend Wilfred P. Schoenberg S. J., Mount St. Michaels, Spokane, Washington; Ernest B. St. Aubin, University of Wisconsin, Madison, Wisconsin; L. Parry Yancey, Division of Loans and Currency, Public Debt Bureau, Chicago Office, Treasury Department. Nine students elected to stay for a fourth optional week to complete their internship projects and to study phases of archival work in which they were particularly interested.

In accordance with suggestions made by the students, the course will be expanded into a four-weeks program when it is offered again, presumably in August 1947.

University of Michigan

Howard H. Peckham, director of the Indiana Historical Bureau and secretary of the Indiana Historical Society, conducted a course in the care and cataloging of historical manuscripts in the summer session of the University of Michigan Library Science Section. This course has been given regularly since the summer of 1942 and is a two-credit library school course which surveys the chief manuscript depositories in the United States, considers terminology and definitions used in manuscript work, discusses the storage, arrangement, description, rehabilitation, reproduction, and use of manuscript materials, and includes lectures on the history and administration of archives in libraries and historical societies.

UNIVERSITY ARCHIVES

Montana University

J. B. Speer, chairman of the Archives Committee of Montana State University, Missoula, has announced that the president has approved the establishment of a University Archives. The circular announcing the fact reads, in part, as follows:

The acceptance of the following principles and policies is necessary for the development and use of archives:

1. The term "archives" applies to (a) files of letters, both sent and received; (b) records, including minute books, accounting records, reports and data prepared for administrative use, including mimeographed and similar material; (c) all material printed or otherwise duplicated for official uses.

2. The records of the official activities of University officers, and offices are the property of the University.
3. The officer in charge of each administrative office is the judge as to how long it is convenient to hold obsolete material, i.e., not in active administrative use, in his own office under his direct control.
4. All archival material, when no longer wanted in the office to which it pertains, should be sent to a central archives division maintained by, or in connection with, the University library.

In general, (1) all divisions of the University (schools, departments, committees, administrative officers) should deposit all records meriting preservation in the central archives after the material is no longer of current value, and (2) the central archives division will preserve such materials and enable those properly concerned to make use of these archives. The archives division will make restricted material available for use in accordance with the provisions under which it was placed in archives.

Additional Sources of Archival Material

The archives include not only material usually designated as official, but all material which pertains to the history of the University. The principal sources of such additional material include:

A. *Faculty*
   1. Organizations, e.g., American Association of University Professors, American Federation of Teachers.
   2. Individuals (faculty, officers)
      a. Professional and research papers, one copy of all unbound pamphlets and reprints of articles published in learned periodicals; printed works need not be preserved as archives.
      b. Correspondence, manuscripts, and private papers.
      c. Biographical material and pictures, especially when not available in printed sources; includes record in armed services.

B. *Alumni*
   1. Organizations
      Similar to faculty.
   2. Individuals
      Similar to faculty but only material which relates to University.

C. *Students*

The records of all types of student organizations, especially the Associated Students and its subsidiary organizations, class and departmental organizations, should be preserved as archives of the University. The rapidly changing personnel of these organizations makes the loss of their records almost inevitable unless preserved through a permanent agency, such as an archives division.

D. *Special Collections*

Materials relating to the general history of the University, buildings and other property, plans and projects, gifts, including endowments.

Archives include records in any form, pictures and photographs, cuts, "blue prints", as well as material printed or otherwise duplicated.

Wyoming University

A leaflet prepared by Lola M. Homsher, archivist, states that an "Archives Department" was established in the University Library in 1945 following "the presentation to the University of several important collections of historical papers." The Archives Department has several objectives: (1) to classify and catalog collections already deposited in the library; (2) to offer a depository to the citizens of Wyoming and the Rocky Mountain Region for their papers of historical interest; and (3) to save collections of papers which might be destroyed or dispersed by disinterested persons. The records now in the Archives Department include the records of the Wyoming Stock Growers Association, 1873-1923; records of the "range" assembled by Herbert O. Brayer and the staff of the Western Range Cattle Industry Study; and 15 smaller collections of historical interest to the people of Wyoming and the Rocky Mountain Region. The Archives seeks to acquire correspondence, both business and social, financial records, business records, pamphlets, early books on western topics, early newspapers—"in fact, any document relating to Wyoming history." Miss Homsher's leaflet does not state whether or not her department will serve as the depository for the *official* records of the University of Wyoming.

ARCHIVES IN WAR AREAS

Sargent B. Child returned to the United States early in April after having spent approximately a year in Germany as adviser on archives, and after November 1945, as adviser on archives and libraries, to the Office of Military Government, United States, in Berlin. Before his departure it was agreed that Maj. Lester K. Born should succeed him upon returning from a furlough in the United States. (Maj. Born spent the week of June 14-21 conferring with National Archives and other officials in Washington.) Paul Vanderbilt was in charge at Berlin in the interim.

On the Land level Harold J. Clem continued in charge in Bavaria with headquarters at Munich, and Jesse Boell was in charge in Greater Hesse with headquarters at Wiesbaden. Lt. Leslie Poste has been responsible for archival matters in the Baden-Württemberg area. The Offenbach Archival Depot was under the direction of Maj. Seymour J. Pomerenze until his return to the States on May 8 at which time the Depot was placed under the supervision of Capt. Bencowitz. The Ministerial Collecting Center was moved to Berlin late last April and consolidated with the Berlin Documents Center under Col. Helm.

In Bavaria and Greater Hesse a systematic survey of German archival institutions and their holdings and of emergency repositories containing evacuated material is being conducted. A similar survey in Baden-Württemberg, which was completed by Maj. Pomerenze earlier, serves as a model.

By a directive of May 1, the Offenbach Archival Depot was designated as

the sole authority for the restitution of either archival or library materials. Restitution of materials to France, Belgium, and the Netherlands, for example, has occupied much time of the center in recent months. It would appear that restitution of archival materials is less troublesome than the restitution of library or art materials because archives are usually easier to identify as to origin and ownership. The return of archival materials to rightful German claimants will be a much more difficult task. The entire American activity with regard to fine arts, archives and libraries in occupied Germany is governed by the recently issued Title 18 of *Military Government Regulations for the U.S. Zone.*

The Monuments, Fine Arts and Archives program in Austria was closed about the beginning of April and the responsibility turned over to the Austrian Authorities. In Italy, too, the program has come to an end, and a final report, apparently prepared by Maj. H. E. Bell, a British archivist, has been received in Washington. This report consists of two parts: "Italian Archives During the War" (88 p.) and "Italian Archives at the End of the War" (24 p.).

Much information on Japanese Archives has been collected by Maj. Collas G. Harris, head of the Research and Information Division of the Civil Information and Education Section of the Supreme Command in Tokyo. Maj. Harris visited the National Archives while on furlough in June. The older records of a number of ministries apparently were destroyed in the 1923 earthquake and many of those that survived were destroyed in the bombing of Tokyo. There is no central archives or archival administration in Japan.

Douwe Stuurman has given most interesting oral and written reports to the librarian of Congress on his service with the Library of Congress Mission in Germany. We quote the following paragraphs from his written report:

When the war came to an end in May, 1945, the Document Center at Freising found itself saddled with the moral responsibility of collecting the documents which the Germans had removed to Bavaria and Austria (the so-called Redoubt Area) for safekeeping. The Redoubt Area, and the hopes of the German Army for a final stand there, proved to be a fairy tale, but not the documents and historical records. And though the Center was suffering from combat fatigue and from the natural let-down which attends the end of any great enterprise, the task of collecting was begun at once. The Army generously furnishes space, staff, material and trucks, and the operation got away to an early start.

Project X (as this operation came to be known) soon distinguished itself from other normal G-2 functions, and when the L. C. Mission entered the field six months later it was natural that the two projects should merge. I joined the L. C. Mission at this time (Nov. 1945), taking my discharge at the Army Separation Center in Frankfurt. I remained with the Mission as Field Representative in Bavaria till my departure in June, 1946.

The material collected in Bavaria is characterized more by uniqueness than by duplication. It includes, for example, the Nazi Party's own efforts at contemporary archive building (the Hauptarchiv de NSDAP), the Rehse Collection in Munich, the Adjutantur from the Chancellery in Berlin, the private

library of Adolf Hitler, and numerous other smaller Nazi collections. The posters and leaflets (quarter million), the newspapers (1500 titles representing Nazi propaganda in all occupied territories), the underground pamphlets, etc., alone represent a Nazi collection unique of its kind in the world.

FOREIGN NEWS

Cuba

Volume 43 (January-December, 1944) of the *Boletin* of the Archivo Nacional has just been received in this country. It is of particular interest to archivists because a major portion of the volume is devoted to matters connected with events occurring during the dedication of a new building for the Archivo on September 23, 1944. The volume contains photographs of the new structure, and photographs of visiting dignitaries, including the archivist of the United States and Roscoe R. Hill, the representatives of the United States at the ceremonies. Dr. Hill's report on events connected with the dedication is printed in English in the *Boletin,* p. 89-100.

Of equal interest to American archivists is the illustrated *Memoria* (Report) for 1945 (84 p.) recently issued by the Archivo. In addition to furnishing a picture of the historical development of Cuban Archives and their administration since 1899, the report presents data on current activities, including the dedication referred to above. Of particular interest is an account of the Cuban program for the training of archivists. Through the courtesy of Capt. Joaquín Llaverías, the archivist of Cuba, the National Archives has received as a gift from the Archivo Nacional 65 specially bound volumes of photostat copies of documents in the custody of the Archivo that relate to the history of the United States. The documents are chiefly taken from two series, "Asuntos Politicos" and "Floridas", and the volumes are accompanied by a very full inventory in Spanish. The organizing, inventorying, photocopying, and binding of this material was a major undertaking and was well executed. It is a significant gift to American historians and will be useful in supplementing records of the United States in the field of Cuban-American history.

Germany

The effect of the war on the Prussian Privy State Archives in Berlin-Dahlem is indicated vividly by the following excerpts from a letter written in August 1945 by the acting director of that institution, the late Dr. G. Wentz, to an American friend:

The Privy State Archives received its first hit on August 23, 1943, when the book bindery in the attic [of the administration building] was gutted. On December 29, 1943, and on February 15, 1944, it was the turn of the stack building. Aerial bombs destroyed its southern part and the middle portion down to the lower stories and damaged the administration building as a result of the resulting air pressure. Very fortunately the upper stories had been evacuated already and as a result there were, up to that point in time, hardly any losses of record material. Such losses occurred only when the mad final battle for Berlin started. A German anti-aircraft battery fired point-blank at

the front of the archives building [i.e., the administration building] and the second floor was badly damaged, but only when military operations had almost ceased did the stack building become the victim of a fire that was started by Russian soldiers and reduced the building to ashes all the way to the lower stories of the northern part. Inasmuch as the first floor and the basement were still occupied by records and other material we have to lament such regrettable losses as those of the General Map Collection, the Collection of Seals, the Land Records [real estate books] of the Mark Brandenberg, the remaining copies of the *Imperial Charters in Facsimiles,* etc. You will readily imagine that the entire archives area presents a picture of gruesome devastation.

Major evacuations of records were carried out much too late (from 1943 on only) because the Archives Administration persevered too long in the erroneous assumption that military events might possibly make such measures no longer necessary. In spite of my objections they also began to remove the library and archives holdings to the Neumark [that is, the part of the Province of Brandenberg east of the Oder River]. As a result it later became necessary to remove them once again to the West. The library holdings, however, could not be removed. They have been captured by the Poles and the Privy State Archives is not going to see them again. I need not explain to you what the loss of the Classes Prussia and Brandenburg means for us.

The bulk of the records were finally got together in two salt mines in Stassfurt and Schönebeck near Magdeburg, where they were thoroughly protected from bombs and have weathered the downfall of the empire in a safe spot. The 180,000 packages that are stored there constitute about three-fifths of the Privy State Archives. Ten thousand packages are still in one of the anti-aircraft towers in the Eastern part of Berlin. The anti-aircraft tower is in the Russian Zone of Occupation and so are now the two salt mines, which were previously occupied by the Americans.

What the occupation troops have done with the records, we do not know. Neither the Russians nor the Americans have approached the Privy State Archives in order to receive information about the evacuated centers, in spite of the fact that in these centers conditions are such that even a thoroughly initiated person would find it difficult to find his way around. The contents of the individual record groups [Reposituren] may have remained together, but within the record groups everything is utterly confused. It is quite impossible to use individual binders, which will also make it impossible to carry out the transfer of records which must certainly result from the territorial changes in the East. It is, therefore, in the interest of the Privy State Archives as well as of the victorious powers to have the arrangement of the records in the salt mines restored if they want to avoid measures that might be detrimental to the records. It is hardly possible to bring the records up to the daylight in the near future unless the construction of temporary barracks is envisioned, because we cannot store them in the destroyed stack building.

Naturally we are very anxious to get the records back somehow or other in

order to be able to provide for their expert custody, but for us it is hardly possible to do anything about it inasmuch as we in Dahlem are under American authority while the salt mines in Middle Germany are under Russian sovereignty.

There is, furthermore, the important consideration that scholarly institutions such as the Institute for Archival Science, the Monumenta Germaniae, the Emperor William Institute for German History, the Hanseatic Historical Society, the Central Research Center for Post War History, and the University Seminar for Regional History have stored their collections of material, their working papers, and other manuscripts in the mines together with the archival holdings. Now that the war is over they would like to have them back in order to continue their work, particularly since getting this material back is also a matter of existence for them. You know that a part of these materials has been collected over many decades and that they constitute an intellectual product that belongs not to Germany alone but to Western civilization in its entirety. Its destruction or even its eventual removal by the Russians would mean an inconceivable loss for our Western intellectual life.

Second International Congress of Archive Custodians, Librarians, and Museum Curators of the Caribbean Area

The second meeting of the Congress will be held in Guatemala City from October 12-20, 1946. The *Regulations and Agenda* indicates that papers submitted to the Section of Archivists shall adhere to the following agenda:

a) Relations between the Archives of the Caribbean Area.
b) Relations between the Archives of the Caribbean Area and those of the rest of the American Continent.
c) Relations between the Archives of the Americas and those of other Continents.
d) Classification and catalogation.
e) General and special archives.
f) Interamerican Archives.
g) History of the Archives of the Caribbean Area.
h) Technical publications.
j) Development of Archives in the Caribbean Area.
j) Filing Schools for the Caribbean Countries.
k) Advanced course for archive custodians.
l) Economic regime of the Archives of the Caribbean Area. Creation of specific taxes, similar in all the Countries of the Caribbean Area for the development and support of Archives.
m) Appointment of staffs of archive custodians in the Caribbean Countries.
n) Protection to valuable documents relative to the History of America.
o) Interchange of photographic and microphotographic copies of documents.
p) Documents that should be filed.
q) Official and private documents.

Foreign Visitors at the National Archives

Joaquín Pardo, director of the General Archives of Guatemala, Ambrosio Perara, director of the National Archives of Venezuela, and Enrique Ortega Ricaurte, director of the National Archives of Colombia were recent visitors in Washington. Other foreign personalities who spent some time at the National Archives were (1) J. O. Wilson, member of the staff of the General Assembly Library, Wellington, New Zealand, who was traveling under a special grant from the New Zealand government to study libraries and archives in the United Kingdom and North America; (2) Heikki Waris, historian from the School of Social Sciences, Helsinki, Finland, who has been closely connected with archival activities in Finland; (3) Juan Saurez-Morales, of the library of the University of Puerto Rico, who was making a study of archival methods in connection with his work in the Library's Puerto Rican Room; (4) Alexis Solomos, member of the firm of P. Solomos, Athens, Greece, and representative there of Remington Rand; (5) Pierre Bourgeois, director of the Swiss National Library; (6) Mario López Pelíu, of the National Archives of Cuba, who has begun a six months' period of archival training in the United States under the terms of the program of the Interdepartmental Committee on Cultural andl Scientific Cooperation; (7) Carlos Kuesada Zapiola, of Argentina, who is continuing his archival studies for a second four-months period under the auspices of the same committee; (8) Shih Chia Chu, who is studying archival administration, under an American Library Association Fellowship, preparatory to undertaking archival duties in China; (9) J. F. Vanderheyden, librarian of the Fonds Bibliotheque Albert I, Brussels; and (10) F. Donker Duyvis, executive secretary of the International Federation for Documentation, The Hague.

CALIFORNIA

Henry E. Huntington Library has acquired a collection of over 1,300 letters written by Judge John W. North, founder of Riverside, California, and his wife. Judge North was a prominent figure in the history of Nevada and California, serving under Lincoln as territorial surveyor of Nevada. He directed the survey of the California-Nevada Line through Tahoe, and later served as judge of the Supreme Court of Nevada Territory and president of the constitutional convention of Nevada.

INDIANA

The following statistics showing the activities of the Archives Division of the Indiana State Library were published recently in the state year book, p. 862:

Requests for military service records received 2,672

Most of these requests involved records of World War I and the Civil War.

Requests for non-military records received 1,464

Archives received:

Attorney General. Correspondence and documents, 1902-41—10 volumes, 3 letter boxes, 17 boxes.

Auditor. Land Office records, 1804-20—175 volumes.
Department of Conservation:
General correspondence, 1933-42—3 boxes.
Division of Fish and Game. Fish propagation fund. Cash books, 1927-42—3 volumes.
Legal Division. Reports and misc. items—20 folders.
Governor. Correspondence, 1935-43—31 boxes.
Highway Commission. LaPorte district office. Correspondence and documents—1 filing case.
Historical Bureau. Official citations of Indiana men in World War I—8 filing cases.
Legislative Bureau. Original House and Senate bills, 1943 session—24 volumes.
Department of Public Welfare. Correspondence of the State Board of Charities, 1889-1923—98 volumes, 145 letter boxes.
Secretary of State. Papers of dissolved corporations—19 filing cases.

At the request of the governor of Indiana and the secretary of state, the University of Chicago Library has returned to the office of the secretary of state the manuscript minutes of the House of Representatives and of the Legislative Council of Indiana Territory from 1805 to 1815. These records were retained by the Indiana secretary of state until sometime about 1890, when they were unlawfully loaned to William H. English, then at work on a history of Indiana. Upon Mr. English's death in 1896, his papers, including these archives, passed to a descendant who gave the lot to the University of Chicago in 1930. The desire of the Indiana Historical Bureau to publish these Territorial records raised the legal question of what they were doing in Chicago. Upon being apprised of the situation regarding their origin and transmission, the University of Chicago readily consented to their return to Indiana, where they have been placed in the Archives Division of the State Library, Indianapolis.

MARYLAND

Hall of Records

The Hall of Records has announced the issuance of Hall of Records Publication No. 5, *Calendar of Maryland State Papers No. 2—Bank Stock Papers,* compiled and edited by the archivist with an introduction by Bray Hammond, of the Federal Reserve Bank. This volume will sell for two dollars. Accessions received recently by the Hall of Records include the Charles County Land Records, 1714-1743; Land Commissions, 1716-1721; Dorchester County Land Records, 1702-1745; Court Proceedings, 1728-1788; Dockets, 1785-1787.

Maryland Historical Society

Papers of the Boyce and Mackubin families, 1756-1857, including correspondence of George Mackubin, treasurer of the Western Shore, are among the important manuscripts added to the Maryland Historical Society's collections in recent months. Especially interesting are an undated list of fees to

be charged by members of the Annapolis bar, with signatures of those promising to abide by the agreement, certain ledgers and notebooks of Nicholas Mackubin, of Annapolis, 1746-71, and the account books and sketch books of John Henry Carroll, of "The Caves," Baltimore County, 1814-52.

Voluminous correspondence of the Hollyday family in Talbot and Queen Anne's counties, 1677-1905, dealing with business, land, legal, and personal matters have also been received. These papers are valuable for the social and economic history of the eighteenth century, with comments on the Acadians in Maryland, the British in the Chesapeake, and inoculations for smallpox. A farm journal kept during 1824-44 at "Priestford," Harford County home of the Neilson family, together with the ledgers and memorandum books, and notes and sketches of James C. Neilson, architect, were among Neilson family papers also acquired by the Society. Letters of General Thomas M. Forman and family, 1801-1862, and business papers of Lloyd Day, Edward A. Day, William Y. Day, and J. Orso Day, 1805-80, form another new collection. Civil war items acquired include the papers of Col. I. R. Trimble dated in April-May, 1861 and comprising a full file of Col. Trimble's correspondence with Charles Howard, president of the Board of Police Commissioners, concerning the troubles in Baltimore at the beginning of the conflict between the states. Business records accessioned include those of the Bloomsbury Mills, at Sugar Loaf Mountain, in Frederick County, 1806-42, and the correspondence and notes of J. Appleton Wilson concerning the restoration of the Senate Chamber in the State House at Annapolis, 1894-1906.

MISSOURI

The Western Historical Manuscripts Collection of the University of Missouri recently acquired the papers of Representative Ralph F. Lozier, 1922-1934, and some papers of A. Ross Hill, former president of the University of Missouri and director of relief for the American Red Cross in Europe after 1920.

NEW YORK

Institute for Local Historians

The second annual institute for local historians met June 3-6 at the State Education Building in Albany. The program was designed to provide summary instruction in the preservation and care of records and a variety of related subjects.

Onandaga County

Edward O. Yackel, chairman of the Board of Supervisors, announced June 28 that he would appoint a committee to study plans for a county archives building. In addition to Board members, the committee was to include state and city officials. At present most county records are stored in the basement of the courthouse. The Syracuse *Herald Journal* stated in an editorial on the subject that there was "no question that such an archives' headquarters [was] needed."

Cattaraugus County

In April a disastrous fire occurred in the Cattaraugus County courthouse, destroying or damaging a considerable volume of records. Further, the roof was so badly damaged that records stored in the attic have been exposed to vagaries of the weather so that mildew set in, making the problem of reclamation more acute.

Writing about this event in the June issue of *Town Clerks Topics*, Albert B. Corey, state historian said, "It does no public office any good to have any part of its useful and valuable records destroyed. The only reasonable and sensible thing to do is to provide adequate fire-proof or fire-resisting vaults and safes for the storage of those records that ought to be kept." Mr. Corey referred to the safety standards established for safes and vaults and suggested that county historians urge county officials to provide standard records storage equipment in their communities.

NORTH CAROLINA

An article on the North Carolina State Department of Archives and History and its Manuscript Collections written by Christopher Crittenden appeared in the *National Genealogical Magazine* for March 1946.

OHIO

The Archives Division of the Ohio State Archaeological and Historical Society recently received records from the School for the Blind, the Purchasing Division of the Department of Highways, the Bureau of Inspection of the State Department, and the Office of the Secretary of State.

The Library of the Society acquired a collection of records of the publishing house of U. P. James, which was prominent in Cincinnati book-trade activity from 1832 until about 1880. Manuscript items include miscellaneous family letters, an 1838 copyright agreement, a record of books received from the bindery (1855-1877), and tissue letter-books of U. P. James (1856-1866). There are also scrapbooks of James advertisements and book notices over the years from 1840 to 1860. Among trade documents printed by the publishing house are broadsides of book auctions and sales, catalogues, trade-lists, and trade circulars including announcements of the important Cincinnati semi-annual trade sales inaugurated by U. P. James in 1841. This material, which is believed to be a unique source of original information about the western book trade during the period of its greatest importance, complements a large collection of James imprints obtained by the Library a few years ago.

OREGON

David C. Duniway, state archivist, announces the acquisition by the Oregon State Archives of the late Howard D. Trover's photographic negatives and plates, 1892-1945, including the work of all studios owned and operated by Mr. Trover and his wife, the former Anna Cronise, at Salem, Oregon. The various names under which they did business were Cronise &

Craven, Cronise Photo Studio, Trover-Cronise, Trover-Carter, Trover-Weigel, and the Trover Studio. It is probable that the collection also includes the work of their predecessors, F. J. Catterlink, 1888-1892, and T. J. Cherrington, 1887-1898.

Mr. Trover photographed many important people, scenes and events in the central Willamette Valley and for many sessions made large photographs of the Oregon State Legislature. He was secretary and president of the Photographers Association of the Pacific Northwest and was known as the dean of Oregon photographers. The condition of the older negatives is such that they cannot be made available for reproduction until they are cleaned and rehoused, but prints can be made of pictures taken within the last 20 years. The Archives has also acquired as a deposit the photographic portrait negatives of the Tom Cronise Studio, 1902-1916. These are in order and prints can be made upon request.

PENNSYLVANIA

The Historical Society of Pennsylvania has received the records of the Stage Door Canteen operated in Philadelphia during the war.

The Pennsylvania Historical and Museum Commission has the records of the old Fall Brook Railroad and Fall Brook Coal Company, stored for years in the former station of the New York Central Railroad in Corning, N. Y. The files, well preserved since about 1840, include a large volume of correspondence of President Magee, one of the outstanding railroad builders and executives of the nation.

SOUTH CAROLINA

The South Carolina Historical Society has received the proceedings of the Commissioners of Roads of All Saints Parish, 1817-1859; the Laurel Hill Mill records, 1846-1861; a day book of Dr. George Paddon Bond Hassell (1781-1818); a day book, 1841-1850, and an additional volume of medical accounts, 1830-1842, of Dr. Andrew Hassell (1803-1866); 3 volumes of records of the Charleston Poor House Hospital, 1847-1863; a medical account book, 1850-1854, of Dr. Arthur B. Flagg (1828-1893); three volumes of medical accounts 1881-1883, 1897-1898, 1923-1924, including a trial justice docket book, of Dr. J. J. W. Flagg (1860-?); a sketch book dated 1837, of E. B. Flagg; and 9 volumes of miscellaneous records of Springfield and Brookgreen plantations, 1832-1904.

VIRGINIA

The fifteenth *Annual Report on the Historical Collections, University of Virginia Library, for the Year 1944-45* is now available.

Recent additions to the manuscript collections of the University of Virginia include the following: about 3,000 manuscripts, 1740-1880, recording the personal and business history of Pocket Plantation, Pittsylvania County, Va., and its owners, the Smith and Clement families, including early records

of the sub-sheriff of Albemarle and Goochland counties; personal correspondence and business and legal papers of Wilson Cary Nicholas (1761-1820), relating to the Bank of the U. S. in Richmond, the College of William and Mary, the Albemarle County militia, and the port of Norfolk, and involving Thomas Jefferson and many other noted Virginians, about 3,000 items, 1751-1850; 500 papers, 1767-1849, of Callohil Mennis, lawyer, of Bedford County, Va., including letters relating to Washington Academy, Lexington, Va.; manuscript volumes, 1792-1797, kept by Battaile Muse recording the rents collected from and owed by Virginian tenants of the Fairfax family; manuscript letterbook, 1798-1799, of David Montagu Erskine (1776-1855), whose letters to his father give an English traveler's impressions of Norfolk, Richmond, Baltimore, and Philadelphia; 170 manuscripts and prints, 1834-1908, for the Civil War Collection, papers chiefly of noted Confederate leaders; 2,000 more papers for the James Gibson Johnson collection on secondary education in Virginia, 1870-1944; 600 additonal items for the World War I Collection, 1916-1920, including motion picture films of the Lafayette Escadrille; 1,000 papers, 1935-1943 of the Thomas Jefferson Memorial Commission concerning construction of the Memorial and its dedication by President Roosevelt, 13 April 1943; 8,000 additional papers for the World War II Collection, 1941-1945, containing much material relative to the military activities of Charlottesville, Va., training programmes at the University of Virginia and the Eighth Evacuation Hospital.

The merger of Virginia Historical Society with Confederate Memorial Association was approved July 8 by members of the historical society. The merger becomes effective after it has been filed with the State Corporation Commission.

PERSONNEL NOTES

T. Terry Beach, formerly records officer for the United States Coast Guard, has been appointed records officer for the Federal Security Agency. Francis Berkeley, Jr., has succeeded Lester J. Cappon as Curator of manuscripts at the University of Virginia. Mr. Cappon, it will be recalled, is now associated with Colonial Williamsburg, Inc. William H. Crocker has returned from military service to his post as assistant archivist in the Division of Archives and History in New York state. Henry Howard Eddy, formerly acting state archivist of the state of New York, has been appointed head of the Division of Archives and Manuscripts at North Carolina State Department of Archives and History, succeeding Mrs. Gordon Lovejoy, who resigned to accept a position with the Randolph Macon College Library. Henry Edmunds, formerly records officer of the Civilian Production Administration and the War Production Board, is now serving in a similar capacity for the International Monetary Fund. Hugh Flick has returned from military duty in the Army Records Branch to his position as state archivist of New York. W. H. Gaines, Jr., is assistant in charge of manuscripts at the Alderman Library, University of Virginia. Virginius C. Hall, librarian and director of the Ohio Historical and Philosophical Society, is visiting a number of the larger historical societies

of the east to gather data on the nature of their collections and the conditions surrounding the safekeeping, display and use of such collections. Kenneth Heckler, in the office of the assistant chief of the Division of Administrative Management of the Bureau of the Budget, will carry on, as a part time proposition, the work of the War Records Section of the Bureau. He succeeds Patterson French, formerly head of the Section, who has become head of the Government Organizations Branch of the Division of Administrative Management. Herbert A. Kellar, Director of the McCormick Historical Association, Chicago, has been elected president of the Mississippi Valley Historical Association for the year 1946-47. Harlow Lindley, secretary, editor, and librarian of the Ohio State Archaeological and Historical Society retired June 30 after serving as a member of the staff since 1929. He formerly directed the Indiana State Department of History and Archives, 1907-1928, and served as secretary and director of the Indiana Historical Commission, 1915-1924. He was librarian of the Hayes Memorial Library before going to the Society. John O. Marsh, curator of history for the Society, will act as librarian and James Rodebaugh, research associate, will act as editor. Col. Lawrence Martin, famous for many years as chief of the Division of Maps of the Library of Congress, has retired. S. Ambrose Wetherbee, document archivist and classifier at the Illinois State Library, Archives Division, has resigned to accept a position with the Illinois State Historical Library.

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THE AMERICAN ARCHIVIST

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STATEMENT OF THE OWNERSHIP, MANAGEMENT, CIRCULATION, ETC., REQUIRED BY THE ACTS OF CONGRESS OF AUGUST 24, 1912, AND MARCH 3, 1933

Of THE AMERICAN ARCHIVIST, published quarterly at Menasha, Wisconsin for October 1946.

State of Virginia, County of James City, ss.

Before me, a notary public in and for the State and county aforesaid, personally appeared Lester J. Cappon, who, having been duly sworn according to law, deposes and says that he is the secretary of the Society of American Archivists and that the following is, to the best of his knowledge and belief, a true statement of the ownership, management (and if a daily paper, the circulation) etc., of the aforesaid publication for the date shown in the above caption, required by the Act of August 24, 1912, as amended by the Act of March 3, 1933, embodied in section 537, Postal Laws and Regulations,

1. That the names and addresses of the publisher, editor, managing editor, and business managers are: Publisher, The Society of American Archivists, c/o the secretary, Box 203, Williamsburg, Va.; Editor, none; Managing Editor, Margaret Cross Norton, Illinois State Library, Springfield, Ill.; Business Managers, none.

2. That the owner is: The Society of American Archivists.

3. That the known bondholders, mortgagees, and other security holders owning or holding 1 per cent or more of total amount of bonds, mortgages, or other securities are: (If there are none, so state.) none. The officers are Solon Justus Buck, president, Washington, D.C.; Morris Leon Radoff, vice president, Annapolis, Maryland; Lester Jesse Cappon, secretary, Williamsburg, Va.; Helen Louise Chatfield, treasurer, Washington, D.C.

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(Signed) LESTER J. CAPPON, *Secretary*

Sworn to and subscribed before me this 11th day of September 1946,

MARY C. MCCAUSLAND

(My commission expires July 2, 1950)

(Seal)

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